

GOVERNMENT OF PUNJAB

Department of Personnel

STANDING GUIDE

ON

Annual Confidential Reports



Second Edition

(Corrected upto 31-8-2001)

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ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਬਾਰੇ ਸਟੈਂਡਿੰਗ ਗਾਈਡ ਦੇ ਦੂਜੇ ਐਡੀਸ਼ਨ ਦੀ ਭੂਮਿਕਾ

ਹਦਾਇਤਾਂ ਦੀ ਅਣਹੋਂਦ ਵਿੱਚ ਕਈ ਵਾਰ ਅਜਿਹਾ ਹੁੰਦਾ ਹੈ ਕਿ ਕੇਸਾਂ ਨੂੰ ਸਾਰੇ ਪੱਖੋਂ ਵਿਚਾਰਿਆ ਨਹੀਂ ਜਾਂਦਾ ਜਿਸ ਦੇ ਨਤੀਜੇ ਵਜੋਂ ਸਹੀ ਫੈਸਲੇ ਨਾ ਹੋਣ ਕਾਰਨ ਕਾਨੂੰਨੀ ਉਲਝਣਾਂ ਪੈਦਾ ਹੁੰਦੀਆਂ ਹਨ ਅਤੇ ਸਬੰਧਤ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਬੇਲੋੜੀਆਂ ਮੁਸ਼ਕਲਾਂ ਦਾ ਸਾਹਮਣਾ ਕਰਨਾ ਪੈਂਦਾ ਹੈ। ਇਨ੍ਹਾਂ ਤੱਥਾਂ ਨੂੰ ਮੁੱਖ ਰੱਖਦੇ ਹੋਏ ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ ਵਲੋਂ ਹੁਣ ਮਿਤੀ 31 ਅਗਸਤ, 2001 ਤੱਕ ਜਾਰੀ ਕੀਤੀਆਂ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਬਾਰੇ ਹਦਾਇਤਾਂ ਨੂੰ ਇਕੱਠਾ ਕਰਕੇ "ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਬਾਰੇ ਸਟੈਂਡਿੰਗ ਗਾਈਡ" ਦਾ ਇਹ ਦੂਜਾ ਐਡੀਸ਼ਨ ਛਾਪਿਆ ਜਾ ਰਿਹਾ ਹੈ। ਇਸ ਮੰਤਵ ਲਈ ਪ੍ਰਸ਼ੋਨਲ ਵਿਭਾਗ ਵਲੋਂ ਜੋ ਉੱਦਮ ਕੀਤਾ ਗਿਆ, ਉਹ ਸ਼ਲਾਘਾਯੋਗ ਹੈ।

ਮੈਨੂੰ ਪੂਰਨ ਆਸ ਹੈ ਕਿ ਅਧਿਕਾਰੀ/ਕਰਮਚਾਰੀ ਵਰਗ ਇਨ੍ਹਾਂ ਤੋਂ ਯੋਗ ਲਾਭ ਲਵੇਗਾ ਅਤੇ ਇਸ ਵਿੱਚ ਜੋ ਕੋਈ ਤਰੁਟੀ ਹੋਵੇ ਤਾਂ ਸਾਨੂੰ ਜਾਣੂੰ ਕਰਵਾਏਗਾ ਤਾਂ ਜੋ ਉਹ ਦੂਰ ਕੀਤੀ ਜਾ ਸਕੇ।

ਐਨ. ਕੇ. ਅਰੋੜਾ,

ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।

(iii)

ANNUAL CONFIDENTIAL REPORTS

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STANDING GUIDE ON ANNUAL CONFIDENTIAL REPORTS
CORRECTED UP TO 31ST OF AUGUST, 2001

INTRODUCTION

With a view to enabling all the Departments of Government to act uniformly in identical cases concerning the Annual Confidential Reports a Standing Guide on Annual Confidential Reports was issued in the year 1982 containing instructions upto the 7th June, 1982. Since then a large number of instructions on the subject have been issued keeping in view the exigencies of service and changed administrative scenerio. Efforts were afoot for some time past to update the Standing Guide on Annual Confidential Reports. Now after some efforts it has been possible to update these instructions upto the 31st August, 2001 and bring out an updated copy of the Guide. It is hoped that this booklet will be of help to one and all and will help in avoiding delays in the just and quick disposal of cases concerning Annual Confidential Reports.

2. Annual Confidential Report is a very important record of Government employees. This record is required to be consulted for various purposes, e.g. promotion, to clear efficiency bar(s)/proficiency step(s) up/placements to next higher scale/benefits under Assured Career Progression Scheme etc. punishments, appeals, memorials or in dealing with the question whether the service of Government Servant is approved for the purpose of full family pension, etc. etc. A confidential report should, therefore depict a true assessment about the work and conduct of Government employees in an explicit and concise manner. It is, therefore, necessary to maintain it carefully. The procedure for the maintenance of these reports, as prescribed,—vide Punjab Government circular letter No. 2334-ASI-60/15708, dated 3rd May, 1960, and further instructions issued from time to time (copies are at Annexure 'F'), has been outlined, in detail, in the succeeding paragraphs.

II. The need for regular and punctual recording of reports in personal files.

3. It is essential that all officers write their reports in the personal files of their subordinates regularly and punctually. Not only should every official, whether gazetted or non-gazetted possess a personal file or character roll, but it should be kept upto date and not allowed to remain without remarks for over a period of 12 months, otherwise its utility as confidential record disappears. It must be remembered that the personal file of an official is required to be consulted for various purposes, e.g., promotion, punishment, appeals, memorials, or in dealing with the question whether his service is approved for the purpose of full pension, etc., etc. If, therefore, it is not carefully maintained it is robbed of much of its value. Indeed, the very purpose for which it is maintained stands defeated.

Pb. Govt.
circular
letter No.
2334-ASI-
60/15708,
dated 3rd
May, 1960.

4. The need for observance of punctuality and regularity in the writing of reports is essential for the reasons that :—

Pb. Govt.
circular
letter No.
4225-2SII-
74/21500,
dated 15th
July, 1974.

- (a) delay in writing of reports especially by the officers relinquishing charge of the post is not administratively desirable because by the passage of time, the assessment becomes unrealistic ;

- (b) the possibility of the reports being biased on account of delay in writing cannot be ruled out ;
- (c) if a representation against adverse remarks so recorded at later stage comes, the officer concerned will not be in a position to give proper appreciation to the basis of remarks; and
- (d) the cases involving the consideration of the latest report for deciding several matters such as crossing of efficiency bar, grant of annual increments, etc., have to be kept pending.

(i) Frequency and Period of Writing of Report

5637-2SII-74, dated 29-7-1974, No. 2172-2SII-75/15598, dated 28-4-1975 No. 11540-2GSI-77/2402 dated 23-1-78 745-2PP-78/8446, dated 13/14-3-78, and PG, No. 15/23/92-1PP1/9158, dated 28-5-1993.

5. There are different instructions in different departments regarding the dates on which confidential remarks are to be recorded and the frequency of these remarks. In some cases, confidential reports are written twice a year and in others once a year. Whatever the frequency has been laid down, it is necessary that this should be adhered to rigidly and the reports recorded on or by the due dates. All officers are required to write the reports to be recorded by them immediately after 31st March of the reporting year. The revised policy regarding the time schedule for writing Annual Confidential Reports and for communication of adverse remarks/disposal of representations against adverse remarks is given below :--

- (i) The Cadre Controlling Authority shall furnish to the Reporting Authority concerned the Annual Confidential Report Forms by the 10th April, each year ;
- (ii) The Annual Confidential Report shall be written for each year by the Reporting Authority by the 30th June, each year ;
- (iii) The Reporting Authority would be responsible for sending the Annual Confidential Reports to the next higher authority by the 30th June, each year under intimation to the Cadre Controlling Authority ;
- (iv) The Reviewing Authority shall record its remarks by the 15th August, each year and should pass it on to the next higher authority (Accepting Authority), if any, with a copy for intimation to the Cadre Controlling Authority, within the prescribed period. If there is no next higher authority, then the report may be sent back to the Cadre Controlling Authority. The Accepting Authority shall record its remarks by 30th September, each year and send it back to the Cadre Controlling Authority within the prescribed time schedule i.e. 30th September, each year.
- (v) The Cadre Controlling Authority will maintain a register showing the movement of each Annual Confidential Report, such registers will be checked at random by the Department of Personnel.
- (vi) The Heads of Departments shall furnish to their Administrative Secretaries concerned a Certificate by 30th November, every year certifying that all the Annual Confidential Reports in their Departments have been duly recorded and placed in ACR files of the officers/officials concerned.

- (vii) In case Annual Confidential Report in respect of any employee is not received duly recorded from the Reporting/Reviewing/Accepting Authority by 30th September by the Cadre Controlling Authority, the latter would initiate disciplinary action against the defaulting Officer(s) (who have not written the report) and give him/them a last chance to write the report. However, in spite of this, if the report is not written, the Cadre Controlling Authority may initiate proceedings for minor penalty against the defaulter(s). If for any reasons, the report is not received latest by 31st December, a "No Report Certificate" duly signed by the Competent Authority should be added in the Personal file of the employee concerned. Reports, received after 31st December each year should not be placed on the personal files of the employees concerned and will be treated as invalid reports. However, in case, the report has been recorded within the prescribed time schedule, but could not reach the Cadre Controlling Authority due to justified reasons; for example misplacement of the report in transit, such a report should be placed on the personal file within a period of six months, i.e. upto 30th June of the year following in consultation with the Department of Personnel.
- (viii) Adverse remarks recorded in the Annual Confidential Reports should be communicated within a period of one month of the receipt of the Annual Confidential Reports.
- (ix) A representation against adverse remarks can be made within a period of three months from the date of conveying of adverse remarks.
- (x) Comments on the representation against adverse remarks may be obtained from the Reporting/Reviewing/Accepting Authority within a period of three months of the receipt of the representation. Letters for comments should go to the three authorities simultaneously. If the comments are not received within a period of three months, it will be presumed that no comments are to be given and further action should be taken immediately on merits of each case.
- (xi) The final decision on the representation against adverse remarks may be taken within a period of two months of the receipt of comments on the representations. This period shall also include the period for personal hearing.
- (xii) For strict observance of the time schedule prescribed for writing of Annual Confidential Report by the Reporting/Reviewing/Accepting authorities, disciplinary proceedings for imposition of minor penalty will be initiated against the authorities for not writing the reports within the prescribed time schedule as stated above in para 5(vii). However, in the case of H.E. The Governor of Punjab (in the case of President's Rule) or Ministers; the Secretary

to Ministers/Private Secretaries to Ministers or Secretary/Private Secretary to H.E., the Governor, will ensure the writing of the Annual Confidential Reports by the Governor/Ministers within prescribed time schedule.

(xiii) Cadre Controlling Authorities may also decide to introduce desk system for writing of Annual Confidential Reports in case of big departments like Education, Health, Food and Civil Supplies, Irrigation and Power, Excise and Taxation, Industries, Transport, P.W.D. etc. on the lines desk marking is done for examinations.

(xiv) Cadre Controlling Authorities should also simplify the proforma prescribed for writing of Annual Confidential Report by them keeping in view the nature of duties, responsibilities and functions etc. etc. So as to ensure that there is no delay in writing of the reports because of the lengthy pro forma.

Note : The above revised time schedule fixed,--vide instructions bearing Circular No. 15/23/92-1PPI/9158, dated 28th May, 1993, may be given effect to for the Annual Confidential Reports for the year 1992-93 and onwards.

(ii) Discounting of Heavily Delayed Reports

Pb. Govt.
circular
letter No.
2334-ASI-
60/15708,
dated
3-5-1960.

6. In the event of abnormal delay occurring in isolated cases, it should be possible for the higher authorities to discount, to the extent necessary such reports as had been written after a lapse of very long period of time and as were attended with suspicious features on one ground or the other. The assessment of the record as a whole of the officer/official concerned would thus not be affected unduly by such a report.

(iii) Writing of Annual Confidential Reports of Class IV employees.

Pb. Govt.
circular
letter No.
7814-ASI-
65/27821
dated
10-8-1965.

7. Prior to August, 1965, no confidential reports were recorded on the work and conduct of Class IV employees with the result that there was no satisfactory system for the purpose of judging the relative merit of these employees at the time of their promotion, etc. This matter engaged Government attention and it was considered that maintenance of regular personal/confidential reports files of this class of Government employees would prove a useful record, which may be utilized for purposes of promotion and confirmation as well as for purposes of general discipline. In view of these considerations, it was decided that the annual confidential reports should be written in respect of regular Class IV Government Employees, in the State and their personal files be maintained as in the case of other classes of Government employees, in a sample form at Annexure 'B'.

(iv) Reports are to be written realistically without the element of approach, sifarish or mala fide.

The annual confidential reports should be written in a fair, impartial and objective manner. Officers recording confidential reports should realise the value and importance of such reports especially while making adverse remarks affecting the careers of the Government employees reported upon. While reporting/accepting authorities have the fullest freedom and right to record their opinion about the work and conduct of their subordinates, but in doing so they are to be guided solely by the consideration of merit, justice and consistency. No personal consideration, approaches or sifarish of any kind should be allowed to supervene and their conscience alone should be sole guide in the matter.

Para 3 of Punjab Govt. U.O. letter No. 3778-SII(1)-71/17239, dated 5-7-1971 Punjab Govt. circular letter No. 2334-ASI-60/15708, dated 3rd May, 1960.

III Form of the Report and what the Report should contain

(i) Form and Grading of the Report

8. Different forms have been prescribed by different departments for different officers/officials. It is thus not possible for Government to prescribe any one standard form for all departments on which reports are to be recorded. While, therefore, every department is free to obtain the reports in forms which may have laid down or which it may consider more suitable, it is felt that the balance of advantage would definitely be in favour of prescribing a sample form (specimen enclosed as Annexure 'A'), instead of providing a multiplicity of columns and items on which assessment is to be made. Too elaborate and lengthy form would only lead to complications (A sample form for recording of Annual Confidential Report of Class IV Government employees has been placed at Annexure 'B').

Punjab Govt. circular No. 2334-ASI-60/15708, dated 3-5-1960

Punjab Govt. circular letter No. 7814-ASI-65/27821, dated 10th August, 1965.

9. A column for overall assessment should be provided in the form so that year's work is assessed and graded in the recognized categories, namely 'A plus' (Outstanding); 'A' (Very good); 'B plus' (good); 'B' (Average); and 'C' (Below Average) Some departments have not provided the column for the overall assessment in their confidential report forms with the result that the overall assessment of the officers/officials is not indicated by the reporting authorities at the time of recording annual confidential reports. Even where column for overall assessment has been provided in the report forms, the reporting authorities do not indicate the overall assessment of the officers/officials reported upon. This necessitates the return of confidential reports to the reporting authorities for indicating the overall assessment. As a result the confidential reports are delayed considerably and various matters, which have to be decided on the basis of those confidential reports, have also to be kept pending. In order to avoid such eventualities the column for overall assessment should be provided in the form of confidential reports, where it has not already been provided, and the grading of the report of an officer/official should be indicated in the said column invariably in recognized manner. As far as possible an indication of the recognized gradings should also be given in the form of confidential report. Besides, if the officer under report has to record confidential reports of his subordinates a column should also be provided in his self appraisal form/confidential report form as to whether such an

Punjab Govt. circular letter No. 3498-ASI-66, dated 2nd April, 1966.

PG No. 15/8/2000-1PP1/9216; dated 18-6-2001 PG No. 15/6/99-1PPI/12905, dated 3-11-1999.

PG. No. 15/
13/97-IPPI/
20575, dated
29-10-1997
and PG
No. 15/5/
83-2PP/4390
dated
22-4-1983

officer has recorded the confidential reports of his subordinates within prescribed period. A column to the effect that 'the officer/official performs his/her duties in Punjabi' and "Effectiveness in the development and protection of Scheduled Castes and/or Scheduled Tribes", should also be provided.

PG. No.
14102-GI-
57/22998,
dated
15-11-1957,
No. 10542-
GIII-59/
26741, dated
17-12-1959.,
No. 9128-
2SII-76,
dated
13-10-1976
PG. No.
15/7/78-
2PP/9027,
dated
14-9-1979.
PG. No.
15/16/79-
2PP/11933,
dated
5-12-1979

10. In respect of the departmental officers at divisional, district and sub-divisional level the proforma prescribed for recording the annual confidential reports should also contain a column for the recording of remarks by the Commissioners/Deputy Commissioners, and S.D.M. (Civil) as the Divisional Commissioners, Deputy Commissioners and Sub-Divisional Magistrates (Civil) are authorised to write annual confidential reports of the officers of all the Departments (except the police officers) functioning in their respective jurisdiction on the following aspects of their work :--

- (i) Reputation for honesty ;
- (ii) Relationship with public ;
- (iii) Implementation of developmental schemes, policies of the Government (including Family Planning Programs; performance in the Small Savings Schemes; and
- (iv) Performance of the Departmental Officers at district level put on Election duty in connection with Lok Sabha Election.

(ii) What the report should contain :

11. Generally speaking, the reporting officers should state :--

Pb. Govt.
circular
letter No.
2334-ASI-
60/15708,
dated 3rd
May,
1960.

No. 3778-
SII (i)-71/
17239, dated
5th July,
1971.

- (i) whether the officer or official concerned has been able to discharge the duties of his office satisfactorily.
- (ii) whether the person is able, conscientious and hard working, and if so, the degree of his qualities ;
- (iii) if the officer or official reported upon has to control an establishment under him, whether he is capable of supervising the work and whether his relations with his subordinates are satisfactory ;
- (iv) whether the officer or official is punctual and has maintained discipline ;
- (v) if officer or official comes into contact with the public, whether he is accessible and hears and deals with complaints properly and is also courteous in his behaviour ;
- (vi) in case of touring officers and officials whether their touring is systematic and adequate ;
- (vii) whether the defects recorded in the report are remediable or otherwise ;
- (viii) efforts that have been made by way of guidance admonition, etc. to get the defects removed and the results thereof.

(ix) letters of appreciation issued by various authorities or persons and major event of work done or special contribution made by the officer/official towards implementation of a particular scheme or successful conclusion of a special campaign ;

(x) if the officer/official has remained under suspension on account of some inquiry against him, the period of his suspension, final result of inquiry and the date of his reinstatement, if reinstated ;

(xi) while writing the annual confidential report of the Heads of Department the Administrative Secretary is required to express his views regarding the measures taken to eradicate corruption and the results thereof;

Para 4 of
Pb. Govt
circular
letter No.
2164-2-
SII-76,
dated
26-5-1976.

(xii) while indicating defects, an overall and balanced judgement be made in the respective columns instead of clubbing all the defects in one column relating to defects, which is particularly meant for indicating significant defects of general nature. Similarly the Reporting Officers while indicating 'Grading' should record a balanced grading with reference to the remarks recorded against various columns.

Pb. Govt.
circular
letter No.
3778-SII-
(1)-71/
27239,
dated
5-7-1971.
No. 15/12/99-
1PP1/1329,
dated 24-1-2001

(xiii) if the officer reported upon has to record the confidential reports of his subordinates, whether such an officer has recorded confidential reports of his subordinates within a time schedule fixed for recording the Annual Confidential Reports ;

PG. No. 15/
5/89-1PP1/
3726, dated
16-3-1989.
and
PG. No. 15/
6/99-
12905, dated
3-11-1999.

(xiv) whether the officer/official reported upon performs his duties in Punjabi or not ;

PG. No. 15/
13/97-1PP1/
20575, dated
29-10-1997.

(xv) *Effectiveness in the development and protection of Scheduled Castes and/or Tribes.

PG No. 15/
5/83-2PP/
4390
dated
22-4-1983

(a) Attitude towards Scheduled Castes and/or Scheduled Tribes;

(b) Sensitivity to social justice;

(c) Ability to take quick and effective action to prevent and quell atrocities and ensure justice to Scheduled Castes and/or Scheduled Tribes.

*(Applicable in case of officers dealing with the development and protection of Scheduled Castes and or Scheduled Tribes).

(iii) What a Report need not Contain.

12. (i) A mention about complaints without sifting the truth thereof, should be avoided and the assessment be made on the basis of personal knowledge ;

Pb. Govt.
circular
letter
No. 7955-
SII(5)-67/
31327, dated
18-11-1967.

(ii) slight defects need not find mention in the annual confidential reports. These may be pointed out verbally by way of advice and guidance ;

Pb. Govt.
circular
letter No.
15-7-80/
2PP/3386,
dated
26-3-1981.

(iii) the mention of matters as have nothing to do with the performance of an officer/official, e.g., the officer/official has a long stay at a particular station and required shifting etc. should be avoided. An officer/official holds an appointment subject to the pleasure of the Government, and his continuance at a particular station is not a matter of his choice. The remarks of the type are not of a remedial nature and should be avoided.

(IV) Report regarding Integrity :

Pb. Govt.
circular
letter No.
2334-ASI-
60/15708,
dated 3rd
May, 1960.

No. 3778-
SII (1)-71/
17239, dated
5th July,
1971.

13. The integrity of the Government employees, being of greatest importance, needs a special mention in the confidential reports. It should be clearly stated if the officer/official is suspected of corruption or is believed to be corrupt and this opinion should generally be fortified by reasons, which may be in the possession of the reporting officer. Any ill considered remarks in this respect may do a lot of harm to the officer/official reported upon. The reporting officers should give a definite frank and honest opinion on the integrity of their subordinates in the column "Defects, if any" or elsewhere. The practice of making non-committal/ill-considered remarks in this regard should be discouraged. Reporting officers should give a definite opinion on the integrity of their subordinates, and avoid remarks like "no complaints." Further, instances have come to the notice of Government in which even though, officers/officials reported upon were proceeded against for serious forms of corruption their confidential reports for the same periods certified their integrity to be good. It is felt that contradictions of this type arise only because reporting officers fail in their duty to make entries in the column relating to integrity forthrightly and without hesitation. In case an officer/official has been given a good report of integrity which is later proved to be wrong, the reporting officer will run the risk of earning Government displeasure. Ordinarily, the inference would be that either he did not exercise proper supervision or he was in dishonest collusion with his subordinate. The intention of Government is that the truth about subordinates should be known to reporting officers and brought to the notice of higher authorities. This would not, however, justify the entering of ill-considered remarks based on inadequate observation.

PG. NO. 15/
11/88-1PPI/
17179, dated
4-11-1988.

13A. In order to avoid non-committal remarks regarding 'integrity' in the annual confidential reports of Government employees, Reporting Officers should fill up the column relating to 'integrity' as per the following procedure :—

(i) If the official's integrity is beyond doubt, it may be so stated.

(ii) If there is any doubt or suspicion, the column should be left blank and action taken as under :—

- (a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the confidential report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the official's work for sufficient time to form a definite judgment or that he has heard nothing against the officer, as the case may be.
- (b) If, as a result of the follow up action, the doubts or suspicions are cleared, the official's integrity should be certified and an entry made accordingly in the Confidential Report.
- (c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the official concerned.
- (d) If as a result of the follow-up action, the doubts or suspicions are neither cleared nor confirmed the official's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

Note : Above mentioned instructions should be strictly followed with effect from ACRs for the year 1988-89, and in case an officer has been given a 'good' report for integrity which is later proved to be wrong, the reporting officer himself would run the risk of earning Government displeasure/disciplinary action.

V. Writing of Annual Confidential Reports on the Secretaries, Joint Secretaries, Heads of Departments and other officers working under the State Government.

14. (i) The Administrative Secretaries to Government will write confidential reports on the Additional Secretaries, Joint Secretaries, Deputy Secretaries and Heads of Departments, included in their sphere of work. If the work of a Deputy Secretary or below passes through an Additional Secretary or Joint Secretary, the report on the work of the Deputy Secretary or other officer concerned will be initiated by the Additional Secretary/Joint Secretary as the case may be and will thereafter be put up to the Administrative Secretary for his remarks. In regard to Heads of Departments the Secretary will write the initial remarks though if much work has been seen by an Additional or Joint Secretary, the former will consult him informally or otherwise before doing so.

Pb. Govy.
circular
letter No.
2334-ASI-
60/15708,
dated 3rd
May, 1960.

The confidential report on the work and conduct of the Inspector-General of Police will be initiated by the Home Secretary if he is of the rank of Commissioner. Thereafter, it will be recorded by the Chief Secretary, Minister-in-charge of

Home (Police) Department and the Chief Minister. In case the Home Secretary is not of the rank of Commissioner, the confidential report of the Inspector General of Police will be initiated by the Chief Secretary, who will consult the Home Secretary, informally or otherwise, before recording his remarks. Thereafter, the remarks will be recorded by the Home Minister and the Chief Minister.

(ii) The Minister-in-charge will be recording authority in respect of Secretaries to Government.

(iii) The Minister-in-charge will be the accepting authority in regard to Additional Secretaries, Joint Secretaries, Deputy Secretaries, and Heads of Departments (all India Service Officers). In respect of the Heads of Departments (other than all India Service Officers), the Minister-in-charge will be the reviewing authority. In the case of other officers, the Minister-in-charge would normally be neither a recording nor an accepting authority. He would be competent, however, in any particular case, if he so chooses, to send for the personal file of an officer and record such remarks therein as he considers should be made on the basis of his personal knowledge.

(iv) A Deputy Minister will have the same rights regarding recording/accepting of remarks in the confidential reports as the Minister-in-charge.

(v) A Minister or a Deputy Minister or the Chief Parliamentary Secretary who has quit office, will not be competent to record remarks in the confidential reports of officers working in the Departments, who worked under him or on his personal staff. The reports of officers for whom the Ministers or Deputy Ministers are the only reporting authority, shall be recorded by the Chief Minister.

(vi) The confidential report on the work of a Liaison Officer shall be initiated by the head of the Department concerned. Thereafter the Agent to Government, Punjab, at Delhi (in whatever rank the officer is placed) will add his remarks and send the report to the Administrative Secretary concerned. If the Administrative Secretary has a different opinion from the one given by the Agent to Government, Punjab the report will be put up to the Minister-in-charge for his final remarks.

(vii) Following authorities shall be the Reporting/ Reviewing/Accepting authorities in respect of Confidential Reports of the Heads of Departments (other than All India Service Officers) in the State :--

Reporting Authority	: Administrative Secretary
Reviewing Authority	: Minister-in-charge (Adviser to Governor under the President's Rule)
Accepting Authority	: Chief Minister (Governor under the President's Rule)

(Note : Instructions contained in sub para (vii) above shall be applicable from the Annual Confidential Reports for the year 1983-84 onwards).

PG No. 15/
10/78-1PP/
1157, dated
23-2-1984

Pb. Govt.
Circular No.
1485-AS1--61
7762, dated
1-3-1961

Pb. Govt.
Circular
letter No.
59-ASI-62/
5649 dated
17-2-1962

Pb. Govt.
Circular
letter No.
3681-ASI-
66, dated
13-5-1966

PG. No. 15/
10/78-1PP/
1157, dated
23-2-1984.

VI. Writing of annual confidential reports of the Departmental Officers at Divisional, District and Sub-Divisional Level by the Divisional Commissioners/Deputy Commissioners/Sub-Divisional Officers (Civil).

15. Divisional Commissioners/Deputy Commissioners/Sub-Divisional Officers (Civil) are authorised to write the annual confidential reports of the Departmental Officers at Divisional, District and Sub-Divisional level (except Police Officers) respectively on the aspects mentioned in para 10.

Pb. Govt. circular letters No. 14102-GI-57/22998, dated 15-11-57.

No. 10542-GIII-59/26741, dated 17-12-59.

No. 5582-ASI-64/24104, dated 15-7-64.

No. 6789-SII(I) 69/28237, dated 28-11-69.

No. 10125-Services(2)-(1)-70/10419 dated 27-5-70.

16. (i) Performance in the field of Small Savings Schemes, like performance in the field of Developmental Schemes should also be kept in view while recording the Annual Confidential Reports of the officers concerned. The Deputy Commissioners of the respective Districts who allocate targets of Small Savings to various officers should, therefore, keep in view the local conditions of the area and other allied factors at the time of recording their remarks on the performance of the officers concerned.

No. 8617-SII(I)-73, dated 27-3-74.

No. 15/16/79-2PF/11933, dated 5-12-79.

No. 8617-SII(I)-73, dated 27th March, 1974.

(ii) For the performance of the Deputy Commissioners, the Commissioners of Divisions may keep in view the achievements of various Districts in the manner indicated in sub-para (i) while recording remarks in the Annual Confidential Reports of the Deputy Commissioners concerned.

17. The above has been laid down to enable the Commissioners/Deputy Commissioners/Sub-Divisional Officers (Civil) to perform their co-ordinating role effectively, as otherwise they do not have complete list of such officers functioning in their respective jurisdiction. In some cases, forms of the reports are not supplied to them by respective Departments. In order to ensure that the above policy is meticulously followed, all the departments should supply a list of the officers of their department functioning at Divisional, District and Sub-Divisional level direct to the concerned Commissioner/Deputy Commissioner/Sub-Divisional Officer (Civil), in the Pro forma at Annexure 'C'

Pb. Govt. circular letter No. 12078-2GS-76/5473, dated 9th February, 1977.

Pb. Govt.
circular
letter
Nos. 15/7/
78-2PP
7186, dated
27th
August,
1979.

18. In order to keep the Commissioners/Deputy Commissioners/Sub-Divisional Officers (Civil) informed about the posting and transfer of departmental officers in the Division/District/Sub-Division a copy of the posting/transfer order whenever these are issued be sent to the concerned Commissioner/Deputy Commissioner/Sub-Divisional Officer (Civil).

15/7/78-
2PP/9027,
dated 4th
September,
1979.

Pb. Govt.
circular
letter
No. 3482-
ASI-61/
25298,
dated the
11th July,
1961.

19. (i) Where an adverse remark has been recorded by the Deputy Commissioner/Commissioner in the report of an officer functioning in his jurisdiction it should invariably be conveyed to the officer concerned even though the departmental reporting authorities have disagreed with it. Where, however, the Commissioner disagrees with Deputy Commissioner, such a remark need not be conveyed.

Pb. Govt.
circular
letter
No. 10125-
Services
2(I)-70/
10419,
dated the
27th May,
1970.

(ii) In case a Deputy Commissioner writes the annual confidential report of an Executive Engineer, on the aspects mentioned in para 10, and the Commissioner agrees to that or signs the report or writes 'Seen' or 'No remarks' then the report of Commissioner shall pertain to the remarks of the Deputy Commissioner and these will have no concern with the remarks recorded by the 'Superintending Engineer'. If, however, Deputy Commissioner gives any adverse remark, the same will have to be conveyed to the officer concerned unless the same is deleted by the Commissioner. Similarly, if the Superintending Engineer or Chief Engineer disagrees to the adverse remarks of Deputy Commissioner the adverse remarks are to be conveyed, but in case any Superintending Engineer or Chief Engineer records adverse remarks, on the aspects mentioned in para 10, and the Deputy Commissioner/Commissioner has given a clean chit, the adverse remarks of Superintending Engineer or Chief Engineer will also be conveyed.

VII. Number of Reporting Officers and powers of Administrative Secretaries to record remarks in the confidential reports on the Staff under the Heads of Departments.

Pb. Govt.
circular
letter
No. 2334-
ASI-60/
15708,
dated 3rd
May,
1960.

20. The work and conduct of an officer working under a Head of Department, whether in the office or in the field, should be reported upon by at least two officers. Thus, reports which are initiated by the Heads of the Department himself should be put up to the Administrative Secretary for the recording of his remarks.

Pb. Govt.
circular
letter
Nos. 279-
ASI-63/
4655, dated
2nd Feb.,
1963.

21. The above instructions, however, do not apply to categories of Government servants such as clerks, stenographers, drivers, etc., who exclusively work under one officer.

VIII. Procedure to be followed where a reporting Authority is related to the officer to be reported upon

22. When the reporting officer is the first reporting authority, he should be competent to record his remarks, but, while doing so, he should clearly mention that he is related to the officer, reported upon and bring out the exact nature of relationship.

Pb. Govt.
circular
No. 2334-
ASI-60/
15708,
dated 3rd
May, 1960.

23. When the reporting officer is the second authority and not the initiating authority to report, he need not write any remarks. If, however, he feels that for some reasons he must enter some remarks, he should, while doing so, act as indicated in para 22 above.

Ditto

IX. Soliciting of remarks to be Discouraged

24. The confidential remarks on the work of Government servants are recorded by the competent authority in the normal course when due. The officers/officials should, therefore, on no account, solicit or approach, out of way, for remarks in their personal files whether from Ministers or their superiors.

X. Minimum period for which a reporting officer should have seen the work of a subordinate before recording remarks in his report.

25. No reporting officer should record his remarks in the confidential report of an officer/official under him unless he has seen his work and conduct for at least three months. If the officer/official has served under the reporting authority for less than three months, the opinion of the officer under whom he has previously served for at least three months should be obtained.

Pb. Govt.
circular
letter
No. 2334-
ASI-60/
15708,
dated 3rd
May, 1960.

26. A reporting officer while recording annual remarks may request his predecessor, who has seen the work of the subordinate concerned for a period of more than 3 months to record his remarks but the predecessor officer should submit his remarks direct to the next higher authority who before adding his own remarks will take both sets of remarks ; that is, those recorded by the present reporting officer as well as those recorded by his predecessor, into consideration.

27. In the case of a subordinate whose work has been seen by the reporting officer for a period of less than six months in the year (and of course more than 3 months) if there is another officer who has seen the work for more than six months during the same year, the latter must invariably be called upon to record his remarks and submit these direct to the next higher authority before the present superior records his own remarks.

28. The period of three months referred to above means the period for which the reporting authority has actually seen the work of the officer/official reported on. Besides regular leave (casual leave is treated as duty) the period of suspension when a Government servant does not attend his duties is

not to be counted in calculating this period, nor the leave and suspension periods of the reporting authority, if any, when it does not see the work of the subordinate.

XI. Recording of Remarks on the occasion of Relinquishment of Charge by Reporting Authority.

Pb. Govt.
circular
letter
No. 2334-ASI
60/15708,
dated 3rd
May, 1960,
No. 4225-2SII
74/21500,
dated 15th
July, 1974,
No. 4/6/81-
2PP/7908,
dated the
7th June,
1982 &
No. 4/6/81-2
PP/8158,
dated 15th
July, 1983.

29. A confidential report shall also be written when either the Reporting Authority or the employee reported upon relinquishes charge of the post, and in such a case it shall be written within three months of the relinquishment of charge of the post.

30. In the event of change of portfolios, a Minister or Minister of State or a Deputy Minister or the Chief Parliamentary Secretary may also, if he had not done so previously, record remarks on the confidential report of officers subordinate to him within three months of his relinquishing charge of his previous portfolio.

31. If the officer wishes to record his remarks either on account of his own transfer or because of the transfer of the subordinate in the middle of the year, there is no objection to his doing so and he may be supplied blank forms for the purpose if he asks for these but these remarks should not be taken into consideration for any purpose, whatever, except at the end of the year, or any other reporting period prescribed. Such a report will, however, be processed in the same manner as other normal reports.

(i) Recording of Remarks by an officer while under Suspension or after Retirement.

Pb. Govt.
circular
letter
No. 279-ASI-
63/4655,
dated 2nd
Feb., 1963.

32. An officer under suspension is not competent to record confidential reports on the work of his previous subordinates.

Based on the
advice
issued from
time to
time.

33. An officer who retires from Government service on superannuation or prematurely may not record/accept the reports after his relinquishing the charge of the post.

XII. Issue of Letters of Application

Pb. Govt.
circular
letters
No. 2334-
ASI-60/
15708, dated
3rd May,
1960.

34. The practice of recognising the good work of an officer by a letter of appreciation is a healthy one and should be adopted by all departments. It is, however, important that such letters should not be issued indiscriminately. These should be issued in really deserving cases only to encourage good work and at the end of the prescribed reporting period, on an overall assessment of the officer's/official's whole work during the period. The criterion for granting such commendatory letters

should be based on a record of exceptionally good work and not merely on the performance of routine duties with more than average ability and industry. Since commendation will lose much of its value, if it is too easily won, it is essential that the greatest care should be taken to limit the number of commendatory letters and to grant these only in cases really deserving of notice and not too frequently lest it should lead to unhealthy tendency among officers to go abegging for such letters.

No. 3082-
23II-75/
22713, dated
the 2nd
July, 1975.

Pb. Govt.
circular
letter No.
472-ASI-64/
11586, dated
the 9th
April, 1964.

(i) Minimum Number of Authorities Essential for Recommending Letter of Appreciation:

35. At least two authorities, when there are two or more such competent authorities, should make the recommendation in clear terms for issuing a letter of appreciation and the work proposed for commendation should be clearly indicated.

36. Where there is only one reporting authority and it recommends clearly the issue of an appreciation letter and also indicates the work proposed for commendation, an appreciation letter may be issued in such cases.

No.3270-ASI-
65/11454,
dated
3rd April,
1965.

37. In cases where the first reporting authority recommends an appreciation letter in clear terms indicating the work proposed for commendation and the second authority simply endorses it by saying 'I agree', an appreciation letter may be issued as the words 'I agree', amount to endorsing the recommendation of the first reporting authority notwithstanding the fact that the second reporting authority did not clearly say in so many words that an appreciation letter may be issued.

38. Where two reporting authorities recommend the issue of an appreciation letter and the highest authority does not contradict the recommendation but records the words 'seen' or 'No remarks' or simply appends his signature, an appreciation letter may be issued. Where, however, the final authority controverts the recommendation of the lower authority, no letter of appreciation should be issued. The recording of words 'No remarks' by the higher/highest authority does not mean that the remarks of the first or second reporting authority cease to exist. On the other hand they mean that the higher/highest authority agrees with the remarks or has no reason to differ from them, whether good or bad, recorded by the lower authority/authorities.

No. 15/12/79-
2PP/8519,
dated 4th
September,
1979.

39. Where the two lower reporting authorities do not recommend the issue of an appreciation letter but the highest authority makes the recommendation for such a letter in clear terms, a letter of appreciation should not be issued straightaway. In such cases a reference to the two lower reporting authorities where there are two or more such authorities, should be made asking for their views on the issue of a letter of appreciation. A letter of appreciation should be issued only if at least one of the lower reporting authorities is also of the view that an appreciation letter should be issued.

No. 3270
ASI-65/
11454, dated
3rd April,
1965.

(ii) *Authorities competent to issue letters of appreciation.*

Pb. Govt.
circular
letter
No. 2334-ASI
60/15708
dated
3-5-1960 &
No.15/4/98-
IPPI/11966,
8-9-1998.

40. (i) Suitability/eligibility for issue of letters of appreciation on the basis of remarks recorded in Annual Confidential Reports should, where necessary, be considered by the 'highest Administrative Authority' i.e. appointing authority or the authority to whom representation against the punishment of 'censure' lies under the existing rules of the department concerned for a particular officer/official, whichever is higher. If such authority, whose recommendations for appreciation are being considered, himself happens to be the highest Administrative Authority, it should mean that in such cases the decision to issue appreciation letter should be taken by the next higher authority i.e. the Administrative Secretary and in case the recommendation for the issue of appreciation letter has been made at the level of Administrative Secretary himself, the highest Administrative Authority should mean the Minister-in-charge of the Department. Officers below the level of the authority competent to maintain the personal file of the officer as defined in paragraph 56 are not competent to issue letters of appreciation on the basis of generally good work done over a period of time. Their remarks in respect of generally good work done by subordinates should appropriately be recorded in annual confidential reports.

(ii) Occasions do arise when an executive officer in the field feels the need of encouraging his subordinates by issuing them letters, of commendation particularly after good work done in connection with some specific incident, e.g., flood relief, locusts, visit of some V.I.P. etc., and it is not the intention of Government to place this method of extracting good work out of the subordinates beyond the reach of executive officers in the field. In such cases letters of appreciation may be issued even by officers lower than the appointing authority; the authority competent to receive confidential reports, convey adverse remarks and maintain personal files. Such letters will not, however, be placed on personal files and should be issued very sparingly.

XIII. Communication of adverse remarks

(i) *All adverse remarks are to be communicated :*

Punjab
Government
Circular
letter No.
2334-ASI-60/
15708, dated
3rd May,
1960.

41. Adverse remarks in all cases are to be communicated so that the employee concerned should get an opportunity to know his defects, if any, which he should consciously endeavour to remedy in the subsequent year.

(ii) *General Principles for communicating adverse remarks :*

No. 7955-SII-
(5)-67/31327,
dated 18th
November,
1967.

42. For communicating adverse remarks to the Government employee concerned, following general principles are to be followed :-

- (a) (i) When report is built up on the individual opinions as noted of different departmental superiors in gradation it is only the opinion as accepted by the highest authority which need be considered from the point of communication ;
- (ii) Only the adverse remarks recorded or endorsed by the highest authority, reporting upon an officer/official should be communicated. Where, however, an adverse remark has not been specifically denied by a higher authority, it should be conveyed. It is, however, open to that authority to decide that any adverse remarks need not be communicated. Where it is so decided, a specific order to this effect should be recorded. The criterion for such a decision should be based as in sub-para (c);
- (b) An officer/official should not at any time be kept ignorant of reporting officer's opinion where his service is not considered satisfactory; criticism should be communicated promptly and should indicate in suitable language the nature of the defect(s) in question.
- (c) The practice of discriminating between remediable and irreparable defects should be abandoned as far as practicable, except that a certain degree of discretion should be regarded as permissible in communicating reported defects of an irreparable nature. For instance, it might do more harm than good to inform an officer/official year after year that his brains are below average or he is unduly sensitive ;
- (d) The reporting officer should specifically state while writing the report whether the defect(s) reported has/have already been brought through any other communication to the notice of the officer/official concerned or not. Any departure from these instructions will be taken serious note of by the Government ;
- (e) Remarks in cases in which the Government or Head of a Department or other officer competent to record the report suspends judgement should not be communicated ;
- (f) (i) Great attention should be paid to the manner and method of communication in order to ensure that the advice given or the warning or censure administered, whether orally or in writing, shall having regard to the temperament of the officer/official concerned, be most beneficial to him.
- (ii) The practice of conveying adverse remarks only is rather discouraging and leaves the officer/official guessing as to the general total purport of the report. To avoid anxiety on this account, the officer/official should know briefly (in a sentence or part-sentence) the general total impression of his report. For example, it may be, 'while your work has been assessed as of a good standard of efficiency and competence, it has been pointed that you tend to delay cases; or though your work is generally assessed as satisfactory during the year,

No. 2090-
2-SII-75/3767,
dated 22nd
September,
1975.

you show a communal tendency which is brought to your notice for correction; or while you are a hard working officer, you sometimes lose your temper in dealings with the public'. The adverse remarks which have been washed out by the remarks of the superior authority including Ministers should not be conveyed.

Pb. Govt.
circular
letter No.
15/12/79-
2PP/8519
dated 4-9-79

- (g) The words 'No remarks' by the higher/highest authority do not mean that the remarks of first or second reporting authority cease to exist. On the other hand, they mean that the higher/highest authority agrees with the remarks or has no reason to differ from them, whether good or bad, recorded by the lower authority/authorities ;

Pb. Govt.
circular
letter No.
2090-2SII-
75/3767
dated 22-9-75.

- (h) All competent authorities should make an occasional check of confidential reports entrusted to their custody in order to ensure that adverse remarks have actually been conveyed to the officer/official concerned. No notice should be taken of adverse remarks if they have not been conveyed. Where a competent authority does not convey adverse remarks to the officer/official concerned, the omission will be treated as discriminatory action on its part and due notice should be taken of it. The official/officer responsible for the unjustified delay in communicating the adverse remarks beyond three months shall also be liable to disciplinary action. In regard to the past entries in the personal files, any adverse remarks(s) that has/have not been conveyed or shown, except those not conveyed or shown before 5th June, 1957, when Government's practice of conveying adverse remarks was not strict, shall not be taken into consideration. The uncommunicated adverse remarks relating to the period before 5th June, 1957, however, need not be communicated ;

Pb. Govt.
circular
letter No.
3916-GI-
57/9867,
dated 5-6-
1957 & 59-
ASI-62/5649,
dated
17-2-1962.

- (i) The highest reporting authority should be consulted at the time of communication of any adverse remarks if at the time of writing the report his views were not by any chance recorded therein ;

Pb. Govt.
circular
letter No.
10935-G-
52/35352.
dated
21-12-1952.

- (j) Except to the extent indicated above, confidential reports are not to be communicated or shown to the officer concerned;
- (k) While communicating the adverse remark(s) to a Government servant the identity of the superior officer making such remark(s) should not normally be disclosed. If, however, in a particular case, it is considered necessary to disclose the identity of the superior officer, the authority dealing with the representation may at his discretion allow the identity to be communicated.

Pb. Govt.
circular
letter No.
1485-ASI-
GI/7762.
dated 1st
March, 1961
and 8965,
ASI-64-
35707
dated
16-11-1964.

(Note: See also para-19)

(iii) Responsibility to be fixed for Non-Communication of the adverse remark(s).

43. Certain officer/official manage to have adverse remark(s) not conveyed to him in time, so that he can take shelter behind the plea of being not aware of the adverse remark(s) at the time of his promotion, crossing of efficiency bar, premature retirement, etc. In such cases collusion between the official reported upon and certain person(s) working in the office of the authority required to convey the adverse remarks cannot be ruled out. It should, therefore, be ensured that the adverse remark(s) recorded in the annual confidential report of an officer/official is/are conveyed to him, immediately after the report is duly completed. In cases of delay the responsibility for non-conveyance of adverse remark(s) must be fixed and suitable action taken against the defaulter(s).

Pb. Govt.
circular
letter No.
1353-2PP-
78/5984,
dated 15/16-
3-1978.

XIV. Representations against adverse remarks.

(i) Spirit in which the adverse remarks are to be taken.

44. There is a strong tendency among officers/officials at all levels not to take adverse remark(s) in the spirit in which this/these are intended and as a part of the normal incident(s) of a whole career of service but to indulge in all kinds of pressure to get such remark(s) expunged. Such tendency produces ill-effects in regard to the recording of remark(s), without fear or favour, by the reporting officers, and such practice must be strictly and firmly discouraged and eliminated to every possible extent. It is often forgotten that the primary purpose of maintaining a record of annual remarks in regard to an officer's/official's work is to accumulate over a period of years a varied assessment regarding the performance, character, ability and integrity of the officer/official in discharging the responsibilities entrusted to him. This record is meant to enable Government to assess the total worth of an individual officer/official with a view to utilising him in the best way possible for the public service. Primarily, therefore, the record of an officer/official is a document internal to Government to be utilised for promotions, postings, transfers, encouragement, caution, etc. This main purpose of the record must, therefore, be borne in mind, namely, that it is cumulative assessment of an officer's/official's worth to be utilised for Government purposes and for public ends and it is only incidentally a means of bringing to the officer's/official's notice defects which he should consciously endeavour to remedy.

Pb. Govt.
circular
letter
No. 2334-
ASI-60/
15708, 3rd
May, 1960.

(ii) Representation is to be allowed if adverse remarks are based on patent error of fact or are mala fide.

45. Ordinarily, department, should not enter into any controversy with the officer/official in the matter of adverse remark(s) communicated to him on the basis of the confidential report. Occasionally, however, cases arise where the adverse remark(s) is/are not made *bona fide*, or is/are based on a patent error of fact. An examination of the representation in such a case is, therefore, called for, and it should not be turned down automatically. Where the preliminary examination of the

Pb. Govt.
circular
letter
No. 2334-
ASI-60/15708
dated 3rd
May, 1960.

representation does not *prima facie* establish that the adverse remark(s) is/are *mala fide* or based on a patent error of fact, there should be no hesitation in disposing of the representation on the basis of general policy referred to above. Where, however, it appears *prima facie* that the remark(s) is/are not *bona fide* or that this/these are based on a clear error of fact, the representation should be examined on merits. If as a result, it is found that the adverse remark(s) was/were not justified, after obtaining the orders of the highest administrative authority, a note should be recorded on the confidential report expunging the remarks and the officer/official concerned should be informed of the action taken. The reporting officer may also be informed and suitably warned where *mala fide* intent is indicated. Recourse to expunction of remarks may be had only in cases of exceptional character after observing the procedure laid down above. There may also be border line cases in which there may be some substance in the adverse remark(s) conveyed to the officer/official and also some justification for the representation made by the officer/official against the adverse remark(s). In such cases, the proper course to adopt would be to place the representation on the personal file after obtaining the orders of the highest administrative authority.

(iii) Time limit for making representation against the adverse remarks and authority to whom the representation is addressed.

Pb. Govt.
circular
letter No.
2334-ASI-
60/15708,
dated 3rd
May, 1960.

46. A representation for the expunction of adverse remarks, communicated to the employee, can be filed within a period of three months.

47. The communication of the adverse remarks should in no case be delayed beyond three months of the receipt of the annual confidential report in the office/organisation concerned from the reporting/reviewing authority. It has also to be ensured by this prompt communication of adverse remarks, that representation against adverse remarks which are to be made within three months of the communication, are settled at the earliest. This will enable the employee concerned to know finally the impact of the adverse remarks so that he has full opportunity to rectify his defects at the earliest.

Pb. Govt.
circular
letter No
4408-SII
(1)-72/27670,
dated 20th
October,
1972.

48. A representation for the expunction of adverse remark(s) communicated to the employee can be filed within a period of three months from the date of letter communicating adverse remarks to the officer/official concerned. The representation against the adverse remark(s) is to be addressed direct to the authority conveying the adverse remarks. This time limit is to be followed rigidly and that time barred representations should be rejected. It is dangerous to allow officers to go on putting up representations whenever they think the situation is favourable to them, and *post facto* attempts to clean up personal files must be resisted.

49. The officer/official, who wanted to represent against adverse remarks, but could not do so because he was unable to lay hands on the relevant record in order to prepare his representation is required to intimate to the authority conveying the adverse remark(s) that he would be making a detailed representation after examining the relevant record. As far as possible, the detailed representation should also be sent within the prescribed time limit of three months, but where this is not, practicable owing to the circumstances beyond an officer's/official's control and the authority dealing with the representation is satisfied about it, the representation may be entertained and dealt with as if it had been received within the prescribed time limit of three months.

Pb. Govt.
circular
letter No.
10250-ASI
65/40176,
dated 15th
Dec., 1965.

(iv) Guidelines for dealing with the representations against adverse remarks.

50. The following guidelines for dealing with the representation against adverse remarks are laid down :--

Pb. Govt.
circular
letter No.
4408-SII-
(1)-72/27670,
dated 20th
October,
1972 & para
5 of P.G.
letter No.
5072-2SII-
76, dated
8th July,
1976 & No.
15/23/92-
1PPI/9158,
dated 28th
May, 1993.

(i) The representation against adverse remark(s) communicated to the employee, if made, is required to be disposed of finally within a period of five months from the date of its submission. This time limit is fixed keeping in view the fact that the Government employee concerned does not remain in suspense as to the fate of his representation. Delay in deciding such representation also causes repercussion on the cases of promotion, crossing of efficiency bar etc., of the employee concerned.

(ii) The instructions to dispose of the representation against adverse remarks within a period of five months should be observed meticulously. A monthly review of each case may also be made so as to take necessary steps where called for.

(Note: Please also see para 5(viii) to 5(xi) above)

(iii) The representation should not contain any slinging and baseless charges. In case any officer/official use filthy or unparliamentary language in his representation for the expunction of adverse remarks the same will be straightaway rejected and action against him be taken under rule 3(iii) of Punjab Government employees (Conduct) Rules, 1966.

Pb. Govt.
circular
letter
No. 4514-
Services-
2(1)-71/
30328,
dated 19th
Nov., 1971.

(iv) If a representation is made by any officer/official against the remarks communicated to him, such representation should be brought to the notice of highest administrative authority and his order obtained. It would be very undesirable that an officer against whose adverse remark(s) representation is submitted, should himself dispose of such a representation.

Pb. Govt.
circular
letter
No. 2334-
ASI-60/
15708,
dated 3rd
May, 1960.

(v) It is also incumbent upon the reporting authority to send his comments within the time prescribed for the purpose to obviate delay in the speedy disposal of representation against adverse remarks.

(vi) Before passing final orders on a representation against adverse remark(s) the comments of the reporting authority/authorities should invariably be obtained.

- (vii) For purposes of rejection and acceptance of representation against adverse remark(s), there should be one authority and it should be the highest administrative authority.

[Note :--The 'highest administrative authority' means 'the appointing authority' or the authority to whom representation against the punishment of censure lies under the existing rules of the department concerned for a particular officer/official, whichever higher. If such authority whose adverse remarks are communicated, the term 'highest administrative authority' should mean the next higher authority.]

For members of the All India Services serving under the Punjab Government, the 'highest administrative authority' will mean the State Government .]

Pb. Govt.
circular
letter No.
3277-SI-
67/20363,
dated 19th
July, 1967.

- (viii) The representation or explanation against the adverse remark(s) should not be added to the file containing the confidential report.

- (ix) If it is felt by the highest administrative authority that the remark(s) should be toned down, he should make the necessary entry with proper attestation at the appropriate place of the report. Past entries should not be corrected.

- (x) In the rare event, if the competent authority coming to the conclusion that a particular adverse remark was 'inspired by malice or was based on patent error of fact and, therefore, deserve expunction, he should score off such a remark or paste it up or obliterate it otherwise and should state that he has done so and sign at the appropriate place indicating the date.

Pb. Govt.
circular
letter
No. 11540-
2GS-I-77/
2402, dated
23rd
January,
1978.

- (xi) Where a patent error of fact(s) or *mala fide* intention behind the remarks is fully established, the adverse remark(s) should be expunged otherwise not.

- (xii) Remarks recorded in the Annual Confidential Reports against which representation has not been filed within the prescribed period or, if so filed has been rejected, should not be expunged in spite of the fact that at some later date a succeeding authority has a different view. The succeeding Minister or officer may record his own remarks and get the same also placed on the personal file of the employee reported upon where he has a different view in regard to the remarks in the confidential report recorded by a previous Minister/Officer.

XV. Nature of Documents/Communications which need be placed on Personal Files :

51. Apart from the confidential reports on the work and conduct of an officer/official, copies of documents/communications specified below should also be placed on his personal file :—

Pb. Govt.
circular
letter No.
2334-ASI-
A-60/15708,
dated 3rd
May, 1960.

- (i) all orders imposing any of the penalties prescribed under rule 4 of the Punjab Civil Services (Punishment and Appeal) Rules, 1952 [now rule 5 of Punjab Civil Services (Punishment and Appeal) Rules, 1970] or rule 3 of the All India Services (Discipline and Appeal) Rules, 1954, as amended from time to time ;
- (ii) all communications conveying adverse remarks ;
- (iii) those letters of appreciation which deal with the outstanding nature of performance of an officer/official on an overall assessment on his work and conduct during the year in the light of the remarks recorded in his confidential reports.
- (iv) A copy of the orders granting advance increments.

Pb. Govt.
circular
letter No.
8965-ASI-
64/5707,
dated the
16th January,
1964.

- (v) The copy/copies of the warning(s) which is/are not the direct outcome of annual confidential report(s) (excepting those emanating from Government), are not to be placed on the personal file without the previous approval of the "appointing authority."
- (vi) Copy/copies of the communication(s) in the nature of advice or conveying displeasure of Government ordered to be placed on the personal file by the "competent authority" defined as under :—
 - (a) Government in cases where advice given to a Government servant is from Government or the displeasure of Government is conveyed or Government is the authority competent to impose the punishment of censure; and
 - (b) the authority competent to hear appeals from an order imposing the punishment of censure, in other cases, except when the advice given is that of a higher authority in which case such higher authority should be the "competent authority".
- (vii) Whenever an officer has attended an approved course of study or training in India or abroad :—
 - (a) the fact of his having done so should be entered in his character roll;
 - (b) the report received from the head of the institution of the aforesaid study or training should either be placed in original on the character roll or the substance of it entered therein;

Pb. Govt.
circular
letter No.
279-ASI-63/
4665, dated
2nd February,
1963.

(c) an entry about the report submitted by the officer on his work should also find mention in the character roll if it is outstandingly good, or is of poor quality indicating that the officer had not made good use of his period of study or training.

(viii) Approved courses of training to include courses sponsored by the Government or in which the cost or a part thereof is borne by Government as also courses attended with the permission of Government or for which Government grant study leave. In respect of some of these courses it may not be possible or necessary to obtain reports which could be incorporated in the character rolls. For instance there are part-time courses and refresher courses where an assessment of the candidate is not made. In such cases, however, entry in the character roll of fact of the officer/official having attended the course would nevertheless be useful in giving a more complete picture of the officer's/official's experience and accomplishments.

Pb. Govt.
circular
letter No.
1485-
ASI-61/
7762, dated
1st March,
1961.

(ix) a copy of the warning decided to be placed on the character roll of the officer/official as a result of delay(s) detected by the Assessment Units.

Pb. Govt.
circular
letter No.
126-ASI-
64/2377,
dated 17th
January,
1964.

(x) all documents required under the instructions of the Government to be placed on the personal file of the officer/official concerned.

(xi) The term 'personal file' means in this context the collection of periodical or annual confidential reports on the work and conduct of a Government employee and copies of orders of Punishment and appreciation letters, etc., that may, in accordance with the foregoing instructions, form a part of this collection.

XVI. Documents which are not to be placed on Personal File of the officer/official.

Pb. Govt.
circular
letter
Nos. 2334-
ASI-60/
15708, dated
3rd May, 1960

52. Copies of personal letters or certificates issued by superior officers to their subordinates or letters of commendation issued by Government in recognition of any special help that might have been rendered by the officer on a particular occasion, e.g., a local exhibition, visit of a V.I.P., etc.

53. Letters of appreciation issued by various authorities or persons on any major event of work done or special contribution made by the officer towards the implementation of a particular scheme or successful conclusion of special campaign.

54. Enquiry reports of the Vigilance Departments containing unsubstantiated allegation.

55. A copy of the simple warning unless the procedure prescribed for punishment under Punjab Civil Services (Punishment and Appeal) Rules, 1970 has been followed.

Pb. Govt.
circular
letter
No. 6696-
SII(1)-73/
573, dated
24th January,
1974.

XVII. Custody of Personal Files and Authorities Competent to convey Adverse Remarks in Confidential Reports.

56. As regard general question as to which authorities should be competent to receive and convey confidential reports and maintain personal files (character rolls) of different categories of Government servants, in principle, all this work should normally be the responsibility of the "appointing authority". However, in view of practical difficulties involved, this does not appear to be feasible in all cases. Therefore, without prejudice to the right of the 'appointing authority' to issue any special instructions to meet administrative exigencies, the following procedure has been laid down :—

Pb. Govt.
letter
No. 2334-
ASI-60/
15708, dated
3rd May, 1960.

- (i) The personal files of all officers of the I.A.S. and P.C.S. (Executive Branch) and Non-I.A.S./P.C.S. (Executive Branch), Administrative Secretaries will remain with the Chief Secretary, except that the personal file of the General Manager and Secretary, Bhakra Dam, will continue to be maintained by the Secretary, Irrigation and Power.
- (ii) The personal files of Additional Secretaries/Joint Secretaries/Heads of Departments, who are not members of the I.A.S./P.C.S. (Executive Branch), will remain in the custody of their Administrative Secretaries ;
- (iii) The personal files of all Class I and Class II officers, except those covered under (i) and (ii) above, will remain with their Heads of Departments.
- (iv) The personal files of non-gazetted staff will remain in the custody of their Heads of Departments/Heads of Offices according to the existing practice, which may be modified, if circumstances so warrant at the discretion of the Head of Department concerned.
- (v) The authorities mentioned at (i) to (iv) above will receive confidential reports and convey adverse remarks contained therein in respect of the Government employees whose personal files are maintained by them.

57. To facilitate the assessing of an officer's worth, on the basis of his personal file, the good and bad remarks should be sidelined with red and blue pencils, respectively while putting up the personal files in cases of promotion, disciplinary action, pension, etc.

XVIII. Index to personal files:

Punjab
Government
Circular
letter No.
2334-ASI-
60/15708,
dated 3rd
May, 1960

58. Very often annual confidential reports are not written promptly by the recording authorities, nor is due importance attached to the proper maintenance of personal files, which are a valuable service record of Government employees. To remedy this state of affairs, an index in the attached Proforma (Annexure D) should form part of each personal file and entries therein be completed before any new documents are filed. To ensure proper upkeep of personal files, the appointing authorities/Heads of Departments/Heads of Offices may have the personal files in their own custody and those in the custody of their subordinate offices inspected by a responsible officer once every year between the months of July and September.

Punjab
Government
Circular
letter No.
1485-ASI-
61/1762,
dated 1st
March,
1961.

59. Where the personal file is in the shape of a bound register, it is not necessary to prepare an Index to it.

XIX Summary to personal files.

Punjab
Government
Circular
letter No.
2334-ASI-
60/15708,
dated 3rd
May, 1960

60. A summary in the attached Proforma (Annexure E) should form part of each personal file to facilitate the judging of relative merits of officers by the competent authorities making appointments, promotions, etc. To facilitate this task, the grading should be done by the reporting officers. A column for 'overall assessment' should be prepared in the form so that the year's work is assessed and graded in the recognised categories, namely, 'A plus' (outstanding); 'A' (Very good), 'B plus' (good); 'B' (Average) and 'C' (below average).

Pb. Govt.
Circular
letter No.
2334-ASI-
60/15708,
dated the
3rd May,
1960.

ANNEXURE "A"

CONFIDENTIAL REPORTS ON THE WORK OF THE OFFICERS/ OFFICIALS DEPARTMENT FOR THE YEAR _____

Name :—

Designation :—

Period spent in the post :—

Remarks :—

Defects, if any :—

Overall Assessment :—

["A plus" (outstanding); 'A' (very good), 'B plus' (good); 'B' (Average) and 'C' (below average)].

Remarks by the Commissioners/Deputy Commissioners & S.D.Os. (Civil) in respect of the departmental officers at divisional,

Pb. Govt.
Circular
letter
No. 3778-
SII(1)-71/
17239, dated
5th July,
1971.
No. 3498-
ASI-66,
dated 2nd
April, 1966
and No. 15/
8/2000-IPPT/
9216, dated
18th June,
2001.

district and sub-divisional level, respectively :—

(i) Reputation for honesty ;

Pb. Govt.
Circular
letter Nos.
(i) 9128-
2SII-76,
dated 13th
October,
1976.

(ii) Relationship with public ;

(ii) 12078-
2GS-76/
5473, dated
9th Febru-
ary, 1977.

(iii) Implementation of development schemes, policies of the Government (including Family Planning Programmes) and performance in the Small Saving Schemes ; and

(iii) No.15/
7/78-2PP/
9027, dated
14th
September,
1979.

(iv) Performance of the Departmental officers at district level put on Election duty in connection with Lok Sabha Elections.

(iv) 15/16/
79-2PP/
11933, dated
the 5th
December,
1979.

ANNEXURE 'B'

CONFIDENTIAL REPORT OF THE WORK AND CONDUCT OF CLASS IV STAFF FOR THE YEAR—

1. Name :—

2. Post held :—

3. Date of birth :—

4. Scale of pay :—

5. Educational qualifications :—

6. Branch to which/officer to whom attached :—

7. Can he read and write Punjabi/Hindi/English :—

8. Observation on :—

Pb. Govt.
Circular
letter
No. 7814-
ASI-65/
27821,
dated 10th
August,
1965.
and
Pb. Govt.
Circular
No. 15/8/
2000-IPPI/
9216, dated
18th June,
2001

(i) Intelligence :—

(ii) Amenability to discipline :—

(iii) Honesty and Integrity :—

(iv) Punctuality :—

(v) Devotion to duty :—

9. Is he fit for promotion to the grade of Jamadar/Daftry/Record Lifter etc.

10. Are you prepared to retain him under you ?

11. Any other remarks :—

12. Overall Assessment :—

['A plus' (outstanding); 'A' (very good), 'B plus' (good); 'B' (Average) and 'C' (below average)].

Signature of Reporting Officer.

[illegible]

N.B.—To keep this list up to date the department concerned should ensure that any addition or deletion in the list is intimated to the concerned Commissioner/D.C./S.D.O.(C).

ANNEXURE 'D'

DEPARTMENT OF _____

Index to Annual Confidential Report and other Documents placed in the Personal File (Character Roll) of _____

Sr. No.	Date on which placed on personal file	Nature of document placed showing period to which it relates	Page Nos. of the documents filed	Signature, date and designation of attesting authority of the entry	Remarks
1	2	3	4	5	6

N.B.—(1) The Index Form should be printed on both sides of a thick coloured folder.

- (2) Each Index Sheet should have a printed Serial No. embossed in print in the right and top corner.
- (3) Printed Index Sheets are available from the Controller, Printing and Stationery, Punjab, Chandigarh.
- (4) Proper account of Index Sheet should be maintained by each office.

(2) Date of entry into the service.

Period covered by the report	Post (s) held	Name (s) with designation (s) of the reporting officer (s)	Whether the report is, on the whole outstanding, very good, good, satisfactory or poor			Reference to pages	Remarks
			Out-standing/ Very good/ Good	Satisfactory/ Fair	Poor		
1	2	3	4			5	6
			(a)	(b)	(c)		

ANNEXURE 'F'

Punjab Government instructions issued from time to time on the subject of Annual Confidential Reports

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57	15/9/91-1PPI/2264, dated 13-2-1992	Writing of Annual Confidential Reports of Non-IAS/PCS Chairmen of Corporations/autonomous bodies in the State during President's Rule.	112
58	15/9/91-1PPI/2265, dated 13-2-1992	Writing of Annual Confidential Reports of Non-IAS/PCS Heads of Departments during President's Rule.	113
59	15/9/91-1PPI/6252, dated 22-4-1993	ਰਾਜ ਸਰਕਾਰ ਦੇ ਅਧਿਕਾਰੀਆਂ ਦੀਆਂ ਰਾਸ਼ਟਰਪਤੀ ਰਾਜ ਦੌਰਾਨ (ਮਿਤੀ 12 ਮਈ, 1987 ਤੋਂ 24 ਫਰਵਰੀ, 1992 ਤੱਕ) ਲਿਖੀਆਂ ਗਈਆਂ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਬਾਰੇ ।	113-114

1	2	3	4
60	15/23/92-1PPI/9158, dated 28-5-1993	Writing of Annual Confidential Reports and Communication of adverse remarks etc. Prescribing of revised time schedule.	114-116
61	15/4/96-1PPI/10236, dated 14-6-1996	ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਦੰਡ ਅਤੇ ਅਪੀਲ) ਨਿਯਮ, 1970 ਅਧੀਨ ਜਾਰੀ ਹੁਕਮਾਂ ਨੂੰ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਦੀ ਮਿਸਲ ਵਿੱਚ ਰੱਖਣ ਬਾਰੇ।	117
62	15/10/94-1PPI/14065, dated 16-8-1996	ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਲਿਖਣ, ਭੈੜੇ ਕਥਨ ਦੱਸਣ ਅਤੇ ਭੈੜੇ ਕਥਨਾਂ ਵਿਰੁੱਧ ਪ੍ਰਤੀ-ਬੇਨਤੀਆਂ ਦਾ ਨਿਪਟਾਰਾ ਕਰਨ ਸਬੰਧੀ ਮਿੱਥੀ ਸਮੇਂ ਸਾਰਣੀ ਦਾ ਪਾਲਣਾ ਬਾਰੇ।	117--119
63	15/13/97-1PPI/20575, dated 29-10-1997	ਦਫਤਰਾਂ ਵਿੱਚ ਸੈ ਫੀ ਸਦੀ ਪੰਜਾਬੀ ਲਾਗੂ ਕਰਨ ਲਈ ਸਰਕਾਰੀ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਦੇ ਪ੍ਰੋਫਾਰਮੇ ਵਿੱਚ ਕਾਲਮ ਸ਼ਾਮਲ ਕਰਨ ਬਾਰੇ।	120
64	15/4/98-1PPI/11966, dated 8-9-1998	Regarding issue of appreciation letter on the basis of remarks recorded in the ACRs.	120-121
65	15/6/99-1PPI/12905, dated 3-11-1999	Writing of Annual Confidential Reports and communication of Adverse Remarks etc. Prescribing of revised time schedule- Column to be added in the ACR form/Self Appraisal form of Reporting Officers.	121
66	15/12/99-IPPI/1899, dated 4-2-2000	ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਵਿੱਚ ਰਿਪੋਰਟ ਕਰਤਾ ਅਧਿਕਾਰੀਆਂ ਵਲੋਂ ਰਿਕਾਰਡ ਕੀਤੇ ਗਏ ਪ੍ਰਤੀਕੂਲ ਕਥਨਾਂ ਸਬੰਧੀ ਪ੍ਰਤੀ-ਬੇਨਤੀਆਂ ਬਾਰੇ।	122-123
67	15/6/2000-1PPI/11599, dated 14-9-2000	Special entry regarding census work in the Annual Confidential Reports of the staff engaged in the conduct of census of India - 2001.	123
68	15/23/92-1PPI/16192, dated 29-12-2000	ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਸਮੇਂ ਸਿਰ ਰਿਕਾਰਡ ਕਰਨ ਬਾਰੇ ਸਮੇਂ ਸਾਰਣੀ ਦੀ ਪਾਲਣਾ ਯਕੀਨੀ ਬਣਾਉਣ ਬਾਰੇ।	123-124

1	2	3	4
69	15/12/99-1PPI/1329, dated 24-1-2001	ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਬਾਰੇ - ਗੁਪਤ ਰਿਪੋਰਟ ਵਿੱਚ ਨਾਪ ਤੋਲ ਕੇ ਦਰਜਾਬੰਦੀ ਦੇਣ ਬਾਰੇ ਅਤੇ ਪ੍ਰਤੀਕੂਲ ਕਥਨਾਂ ਵਿਰੁੱਧ ਪ੍ਰਤੀ ਬੇਨਤੀ ਬਾਰੇ ।	124-125
70	15/5/2001-1PPI/2733, dated 28-2-2001	ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਸਮੇਂ ਸਿਰ ਰਿਕਾਰਡ ਕਰਨ ਬਾਰੇ ਸਮੇਂ ਸਾਰਿਣੀ ਦੀ ਪਾਲਣਾ ਯਕੀਨੀ ਬਣਾਉਣ ਬਾਰੇ ।	125
71	15/8/2000-1PPI/9216, dated 18-06-2001	ਜਿਨ੍ਹਾਂ ਕੇਸਾਂ ਵਿੱਚ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਵਿੱਚ ਦਰਜਾਬੰਦੀ ਹਦਾਇਤਾਂ ਦੇ ਅਨੁਕੂਲ ਨਹੀਂ ਦਿੱਤੀ ਗਈ ਹੈ, ਉਨ੍ਹਾਂ ਕੇਸਾਂ ਦੇ ਨਿਪਟਾਰੇ ਬਾਰੇ ।	126-127

Copy of letter No. 14102-G-I-57/22998, dated 15th November, 1957, from the Chief Secretary to Government, Punjab to all Heads of Departments, etc., etc.

Subject.—Relationship between the Deputy Commissioners and the Departmental Officers in the District.

I am directed to address you on the subject noted above and to say that after considering the question very carefully Government have decided that as far as relationship between the Deputy Commissioners and the Departmental Officers in the District is concerned, the Deputy Commissioner would be a co-ordinator and he will have authority to call for advice and assistance from all Departmental Officers posted in his District. Moreover, he will also be competent to write the annual confidential reports of District Officers of the other Departments posted in his district, but his remarks would be confined merely to—

- (i) reputation for honesty; and
- (ii) relationship with public.

So far as Police Officers are concerned, it has, however, been decided that no change is necessary in the present rules and procedure.

Copy of letter No. 10542-GIII-59/26741, dated the 17th December, 1959, from the Chief Secretary to Government, Punjab, Chandigarh, to all Heads of Departments, etc. etc.

Subject.—Relationship between the Commissioners/Deputy Commissioners and Divisional Officer/District Officers in Divisions/Districts.

I am directed to refer to the instructions contained in Punjab Government letter No. 14102-GI-57/22998, dated the 15th November, 1957 and No. 9180-GIII-59/22659, dated the 20th November, 1959, regarding the relationship between Deputy Commissioners and Departmental Officers in the district and to state that after careful consideration, Government have decided that these instructions should apply *mutatis mutandis* to the Commissioners of Divisions vis-a-vis Divisional Heads of Departments. I am also to state that besides recording remarks with regard to (i) reputation for honesty and (ii) relationship with public, of district and divisional officers of various departments, the Commissioners and Deputy Commissioner will also record remarks in regard to their work in the matter of implementing development schemes and policy of Government.

Copy of Punjab Government Circular letter No. 2334-ASI-60/15708, dated 3rd May, 1960, from the Chief Secretary to Government, Punjab, to all Heads of Departments etc. etc.

Subject.—Confidential Reports.

I am directed to invite attention to Punjab Government Circular letter No. 15851-GI-56/1643, dated the 28th January, 1957, on the subject of confidential reports, and to point out that since its issue a number of further instructions on the

subject have been sent to you. It seems suitable, therefore, to issue a consolidated revised circular and this letter embodies all instructions on the subject brought uptodate.

2. *The need for regular and punctual recording of reports in personal files.*--It is essential that all officers write their reports in the personal files of their subordinates regularly and punctually. Not only should every official, whether gazetted or non-gazetted, except Class IV Government servants, possess a personal file or character roll, but it should be kept up-to-date and not allowed to remain without remarks for over a period of 12 months, otherwise its utility as a confidential record disappears. When an official is placed under suspension as a result of disciplinary proceedings, the fact should be recorded in the personal file. Similarly, the final result of the disciplinary proceedings should also be duly recorded. As during the period of suspension an officer frequently has no immediate superior, there tend to be gaps in Personal Files, and it is the responsibility of the authority which keeps the file to ensure that entries regarding such periods are invariably made. It must be remembered that the personal file of an official is used for various purposes, e.g., promotion, punishment, appeals, memorials or in dealing with the question whether his service is approved for the purpose of full pension. If, therefore, it is not carefully maintained it is robbed of much of its value. Indeed, the very purpose for which it is maintained will be defeated. There are different instructions in different departments regarding the dates on which confidential remarks are to be recorded and the frequency of these remarks. In some cases, confidential reports are written twice a year and in others once a year. Whatever the frequency laid down, it is necessary that this should be adhered to rigidly and the reports recorded on or by the due dates. A certificate should be furnished by all Heads of Departments to the Administrative Secretaries concerned within one month to show that all confidential reports have been recorded in their respective departments by the due date.

Note.--The confidential reports should be recorded without delay. Further in the event of heavy delay occurring in isolated cases, it should be possible for the higher authorities to discount to the extent necessary such reports as had been written after a lapse of a very long period and as were attended with suspicious features on one ground or another. The assessment of the record as a whole of the officer concerned would thus not be affected unduly by such a report.

No. 126-ASI-
64/2377,
dated 17th
January,
1964.

3. *What the reports should contain.*--Forms have been prescribed by different departments for different officers but it is not possible for Government to prescribe any standard form for all departments on which reports should be recorded. While, therefore, every department is free to obtain the reports in forms which may have been laid down or which it may consider most suitable, it is felt that the balance of advantage would definitely be in favour of prescribing a sample form (specimen enclosed as Annexure C) instead of providing a multiplicity of columns and items on which assessment is to be made. Too elaborate and lengthy a form would only lead to complications.

Generally speaking, the reporting officer should state whether the officer or official concerned has been able satisfactorily to discharge the duties of his office. It should also be stated whether the person is able, conscientious and hardworking and the degree of his qualities in these directions should be indicated. If the officer or official reported on has to control an establishment under him, it should be stated whether he is capable of supervising their work and whether his relations with his subordinates are satisfactory. It is important to mention whether the officer or official is punctual and has maintained discipline. It should also be stated (if he comes into contact with the public) whether he is accessible and hears and deals with complaints properly and is also courteous in his behaviour. In the case of touring officers, it should be stated whether their touring is systematic and adequate. The report should also specifically bring out any defects, remediable or otherwise, so that a complete picture of the official's work including the favourable and unfavourable points is available. If any particular incident has occurred during the period under report which shows up the officer in good or bad light, this should be mentioned. Letters of appreciation issued by various authorities or persons and any major event of work done or special contribution made by the officer towards implementation of a particular scheme or successful conclusion of a special campaign will naturally be taken into consideration by the reporting authority while recording the annual remarks on the work of the officer if he considers them relevant in an annual assessment of the officer's work.

Explanatory Notes :

- (i) Some reporting officers tend to make mention of very slight defects in a subordinate. Government is of the view that very slight defects should be brought to an officer's notice verbally in the way of advice and guidance and need not find mention in annual confidential report unless they are of a type which have been more than once brought to the subordinate's attention but which he nevertheless persists in. Likewise, remediable defects should also be pointed out during the year so that the official concerned may make an effort to improve and to remove those defects.
- (ii) Quite often it is more convenient to get an overall assessment of an officer by pointing out some defects against one of the other columns in relationship to remarks made regarding his work with reference to that column. It is not the intention that all defects should be enumerated against the column 'Defects, if any, if their mention against some other column permits a more rounded and balanced judgment of the officer. In these circumstances it is better to mention the defects against the column where they seem relevant and merely state against the column "Defects, if any" the fact that these have been pointed out already.
- (iii) Generally against the column "Defects, if any", should be mentioned any significant general or particular defect in the subordinate which is part of his method

of work or manner, personality or reputation and minor matters can either be ignored or dealt with as indicated in note (i) above.

- (iv) Where a pending enquiry finds mention in the confidential report of an officer, it is incumbent upon the authority maintaining the personal file of that officer to ensure that the result of the enquiry is also recorded in the personal file.

No. 1485-
ASI-61/7762,
dated 1st
March, 1961.

- (v) Normally the reporting authorities should give their remarks in the confidential reports on the basis of their personal knowledge or assessment. There can, however, be occasions when a reporting authority receives complaints against an officer. It will not be appropriate for a reporting authority to make mention of such complaints in the confidential reports without trying to sift the truth. In such a case he should give an indication whether he believes the complaints to be true or false or that it is premature for him to form a definite opinion.

4. *Report regarding integrity.*--A special mention should invariably be made regarding the integrity of the officer to which Government attached the greatest importance. It should be clearly stated if the officer is suspected of corruption or is believed to be corrupt and this opinion should generally be fortified by reasons, which may be in the possession of the reporting officer. Any ill-considered remarks in this respect may do a lot of mischief and harm. On the other hand, the reporting officer must be quite honest and frank and discuss an officer's worth from the point of view of his integrity openly and frankly in the column "Defects, if any" or elsewhere. Government observe that reporting officers are still following the practice of making non-committal remarks like no complaints. Government view this with disfavour and desire that the practice of making non-committal entries in the column relating to integrity should cease. Reporting officers should give a definite opinion on the integrity of their subordinates while writing their confidential reports. Further, instances have come to the notice of Government in which even though, officers are being proceeded against for serious forms of corruption their confidential reports for the same periods certify their integrity to be good. It is felt that contradictions of this type arise only because reporting officers are failing in their duty to make entries in the column relating to integrity forthrightly and without hesitation. In case an officer has been given a good report for integrity which is later proved to be wrong, the reporting officer will run the risk of earning Government displeasure. Ordinarily, the inference would be that either he did not exercise proper supervision or he was in dishonest collusion with his subordinate. The intention of Government is that the truth about subordinate should be known to reporting officer and brought to the notice of higher authorities. This would not, however, justify the entering of ill-considered remarks based on inadequate observation.

Letter No.
8588-G(C)-
56-11533-
GI-(S)-56/
73580, dated
4th October,
1956.

No. 574-GI-
59/5924,
dated 3rd
March,
1959.

5. *Writing of Annual Confidential Reports on the Secretaries Joint Secretaries, Heads of Departments, and other Officers, working under the State Government.*--(i) The Administrative Secretaries to Government will write confidential reports on the Additional Secretaries, Joint Secretaries, Deputy Secretaries and Heads of Departments, included in their sphere of work. If the work of a Deputy Secretary or below passes through the Additional Secretary or Joint Secretary, the report on the work of the Deputy Secretary or other officer concerned will be initiated by the Additional Secretary/Joint Secretary as the case may be, and will thereafter be put up to the Administrative Secretary for his remarks. In regard to Heads of Departments the Secretary will write the initial remarks though if much work has seen by an Additional or Joint Secretary, the former will consult him before doing so.

No. 289-SII-
(5)-68/3454,
dated 8th
February,
1968.

The Confidential Reports on the work and conduct of the Inspector-General of Police will be initiated by the Home Secretary if he is of the rank of Commissioner. Thereafter, it will be recorded by the Chief Secretary, Minister-in-Charge of Home (Police) Department and the Chief Minister. In case, the Home Secretary is not of the rank of Commissioner, the Confidential Report of the Inspector-General of Police will be initiated by the Chief Secretary, who will consult the Home Secretary, informally or otherwise, before recording his remarks. Thereafter, the remarks will be recorded by the Home Minister and the Chief Minister.

(ii) The Minister-in-charge will be the recording authority in respect of Secretaries to Government.

(iii) The Minister-in-charge will be the accepting authority in regard to Additional Secretaries, Joint Secretaries, Deputy Secretaries and Heads of Departments. In the case of other officers, the Minister-in-charge would normally be neither a recording nor an accepting authority. He would be competent, however, in any particular case, if he so chooses to send for the personal file of an officer and record such remarks therein as he considers should be made on the basis of his personal knowledge.

No. 1485-
ASI-61/7762,
dated 1st
March, 1961.

(iv) A Deputy Minister will have the same rights regarding recording/accepting of remarks in the confidential reports as the Minister-in-charge.

No. 59-ASI-
62/5649,
dated 17th
February,
1962.

Explanatory Note.—A Minister or a Deputy of the Chief Parliamentary Secretary who has quit office, will not be competent to record remarks in the confidential reports of officers working in the Departments, which worked under him or on his personal staff. The reports of the officers for whom the Ministers or Deputy Ministers are the only reporting authority, shall be recorded by the Chief Minister.

No. 9161-
GI-59/26689,
dated the
16th
December,
1959.

6. *Number of Reporting Officers and powers of Administrative Secretaries to record remarks in the Confidential Reports on the staff under the Heads of Departments.*--The work and conduct of an officer working under a Head of Department, whether in the office or in the field, should be reported on by at least two officers. Thus, reports which are initiated by the Head of

Department himself should be put up to the Administrative Secretary for the recording of his remarks.

Explanatory Note.--These instructions do not apply to categories of Government servants such as clerks, stenographers, drivers, etc., who exclusively work under one officer.

No. 279-
ASI-63/4655,
dated 2nd
February,
1963.

7. *Minimum period for which a Reporting Officer should have seen the work of a subordinate before recording remarks on him.*--In future no reporting officer should record his remarks in Confidential Reports of an officer under him unless he has seen his work and conduct for at least three months. If the officer has served under the reporting authority for less than three months, the opinion of the officer under whom he has previously served at least three months should be obtained.

Letter No.
4686-G(C)-
56/16804,
dated the
21st April,
1956.

Explanatory Notes.--(i) A reporting officer while recording annual remarks may request his predecessor who has seen the work of the subordinate concerned for a period of more than 3 months to record his remarks but these later remarks should be submitted by the recording officer direct to the next higher authority who before adding his own remarks will take both sets of remarks, that is, those recorded by the present reporting officer as well as those recorded by his predecessor, into consideration.

(ii) In the case of a subordinate whose work has been seen by the reporting officer for a period of less than six months in the year (and of course more than 3 months), if there is another officer who has seen the work for more than six months during the same year, the latter must invariably be called upon to record his remarks and submit them direct to the next higher authority before the present superior records his own remarks.

(iii) The period of three months referred to in this paragraph means the period for which the reporting authority has actually seen the work of the officer/official reported on. Besides regular leave (casual leave is treated as duty), the period of suspension when a Government servant does not attend to his duties is not to be counted in calculating this period, nor the leave and suspension periods of the reporting authority, if any, when it does not see the work of the subordinate.

No. 59-ASI-
62/5649,
dated 17th
February,
1962.

8. *Recording of remarks on the occasion of relinquishment of charge by Reporting Authority.*--(i) An officer may, if he had not done so previously within six months, record remarks for the confidential files of officers subordinate to him within six months of his relinquishing the charge of his post.

No. 59-ASI-
62/5649,
dated 17th
February,
1962.

(ii) In consequence of change of portfolios, a Minister or a Deputy Minister or the Chief Parliamentary Secretary may also if he had not done so previously within six months, record remarks on the confidential files of officers subordinate to him within six months of his relinquishing the charge of his previous portfolio.

No. 59-ASI-
62/5649,
dated 17th
February,
1962.

No. 59-ASI-
62/5649,
dated 17th
February,
1962.

Explanatory Notes.-- (i) If an officer wishes to record his remarks either on account of his own transfer or because of the transfer of the subordinate in the middle of the year, there is no objection to his doing so and he may be supplied blank forms for the purpose if he asks for them but these remarks should not be taken into consideration for any purpose whatsoever, except at the end of the year, or other reporting period prescribed. Such a report will, however, be processed in the same manner as other normal reports.

No. 279-ASI
63/4655,
dated 2nd
February,
1963.

(ii) An officer under suspension is not competent to record confidential reports on the work of his previous subordinates.

No. 6853-G-
37/37890,
dated 4th
November,
1937.

S. Issue of letters of appreciation.--The practice of recognising the good work of an officer by a letter of appreciation is sound and should be adopted by all departments. It is important that such letters should not be issued indiscriminately but this should be sent in really deserving cases to encourage good work and at the end of the prescribed reporting period, on an overall assessment of the officer's whole work during the period. The criterion for granting such commendatory letters should be based on a record of exceptionally good work and not merely on the performance of routine duties with more than average ability and industry; and since commendation will lose much of its value if it is too easily won, it is essential that the greatest care should be taken to limit the number of commendatory letters and to grant them only in cases really deserving of notice.

No. 8965-
ASI-64/
35707, date
16th
November,
1964.

Explanatory Notes.--(i) (a) At least two authorities when there are two or more such competent authorities, should make the recommendation in clear terms; and

(b) the work proposed for commendation should be clearly indicated.

(ii) The intention is that, as a rule, such letters of appreciation should where necessary, be issued by the appointing authority or at least by the authority competent to receive confidential reports, convey adverse remarks and maintain the personal file of the officer concerned as defined in paragraph 17 and not by officers lower than that. Officers below the level of the authority competent to maintain the personal file of the officer concerned are not competent to issue letters of appreciation or commendation on the basis of generally good work done over a period of time. Their remarks in respect of generally good work done by subordinates should appropriately be recorded in annual confidential reports.

(iii) Occasions do arise when an executive officer in the field feels the need of encouraging his subordinates by issuing them letters of commendation particularly after good work done in connection with some specific incident, e.g., flood relief, locusts, visit of some V.I.P. etc., and it is not the intention of Government to place this method of extracting good work out of

the subordinate beyond the reach of executive officers in the field. In such cases letters of appreciation may be issued even by officers lower than the appointing authority the authority competent to receive confidential reports, convey adverse remarks and maintain personal file. Such letters will not, however, be placed on personal files and should be issued very sparingly.

10. *Communication of adverse remarks.*--Attention is invited to paragraph 7 of Punjab Government Consolidated Circular No. 1 which is reproduced below :--

No. 9026-G-51/6544,
dated 4th
December,
1951

"The attention of Government of India having been directed to the diversity of procedure followed in different provinces in regard to the communication to subordinate officers in civil employ of unfavourable remarks made by their superiors in annual or other reports of a periodical nature, the Governor-General in Council has, with the approval of the Secretary of State, laid down the following general principles to which effect has to be given in all departments in all provinces :--

- (a) when report is built up on the individual opinions as noted of different departmental superiors in gradation it is only the opinion as accepted by the highest authority which need be considered from the point of communication;
- (b) an officer should not at any time be kept ignorant of reporting officer's opinion where his service is not considered satisfactory; criticism should be communicated promptly and should indicate in suitable language the nature of the defects in question;
- (c) the practice of discriminating between a remediable and irreparable defects should be abandoned as far as practicable, except that a certain degree of discretion should be regarded as permissible in communicating reported defects of an irreparable nature. For instance, it might do more harm than good to inform an officer year after year that his brains are below average or that he is unduly sensitive;
- (d) the reporting officer should specifically state whether the defects reported have already been brought in any other communication to the notice of the officer concerned;
- (e) remarks in cases in which the Government or head of a department or other officer suspends judgment should not be communicated;
- (f) great attention should be paid to the manner and method of communication in order to ensure that the advice given or the warning or censure administered, whether orally or in writing,

shall having regard to the temperament of the officer concerned, be most beneficial to him; and

- (g) any remarks on an officer's report which show that he has taken steps to remedy defects to which his attention has been drawn in a previous year, should be communicated to him so that he may know that his efforts to improve have not passed unnoticed.

No. 2679-
G-I 59/8249,
dated 15th
July, 1959.

The above instructions should continue to be followed with the modification that adverse remarks in all cases should be communicated. Further the existing practice of conveying only adverse remarks is rather discouraging and leaves the officer concerned guessing as to the general total purport of his report. To avoid anxiety on this account Government have also decided to let the officer know briefly (in a sentence or part-sentence) the general total impression of his report. For example, it could be said, 'while your work has been assessed as of a good standard of efficiency and competence, it has been pointed that you tend to delay cases; or though your work is generally assessed as out satisfactory during the year, you show a communal tendency which is brought to your notice for correction'; or, 'while you are a hard working officer you sometimes lose your temper in dealings with the public'.

Explanatory Notes.--

- (i) It is not the intention that even those adverse remarks which have been washed out by the remarks of some superior authority including Ministers should be conveyed. The correct position is that only the adverse remarks recorded or endorsed by the highest authority reporting on an officer should be communicated. Where, however, an adverse remark has not been specifically denied by a higher authority, it should be conveyed. It is, however open to that authority to decide that any adverse remarks need not be communicated. Where it is so decided, a specific order to this effect should be recorded. The criterion for such a decision should be based on paragraph 7(c) of Punjab Government Consolidated Circular No. 1 reproduced above.
- (ii) The reporting officer, while mentioning any defects in the report, should as far as possible also give indication of what efforts have been made by way of guidance, admonition, etc., to get the defects removed and with what results.
- (iii) It has been noticed that instructions that adverse remarks in all cases should be communicated to the officer are not being strictly observed with the result that officers are deprived of the right of representation. It has, therefore, been decided that all departments should make it a regular form of routine discipline and procedure to invariably convey adverse remarks to the officer concerned. All

competent authorities should make an occasional check of confidential reports entrusted to their custody in order to ensure that adverse remarks are in fact conveyed to the officers concerned. No notice should be taken in future of adverse remarks if they have not been conveyed. Where a competent authority does not convey adverse remarks to the officer concerned, the omission will be treated as discriminatory action on its part and due notice will be taken of it. In regard to past entries in the personal files, any adverse remarks that have not been conveyed or shown, except those not conveyed or shown when Government's practice of conveying adverse remarks was not as strict as it is now, shall also not be taken into consideration.

No. 5515-
ASI-61/25297
dated 11th
July, 1961.

Although it was provided in Punjab Government circular letter No. 9026-G-51/16544, dated the 4th December, 1951, that an officer should not be kept in the dark about reporting officer's opinion where his service was not considered satisfactory and that criticism should be communicated promptly, yet all Departments do not invariably convey adverse remarks to the officers concerned. Fresh instructions were issued in Punjab Government letter No. 3916-GI-57/9867, dated the 5th June, 1957 that all adverse remarks should be conveyed. The practice of conveying adverse remarks can, therefore, be said to have become strict only on receipt of the letter, dated the 5th June, 1957. The uncommunicated adverse remarks relating to the previous period, however, need not be communicated now.

No. 59-ASI-
62/5649,
dated 17th
February,
1962.

- (iv) The highest reporting authority should be consulted at the time of communication of any adverse remarks if at the time of writing the report his views were not by any chance recorded therein.

No. 10935-
G-52/35352,
dated 21st
December,
1952.

- (v) Except to the extent indicated above, confidential reports are not to be communicated or shown to the officer concerned.

No. 1485-
ASI-GI/
7762, dated
1st March,
1961.

- (vi) While communicating the adverse remarks to the Government servants the identity of the superior officer making such remarks should not normally be disclosed. If however, in a particular case, it is considered necessary to disclose the identity of the superior officer, the authority dealing with the representation may at his discretion allow the identity to be communicated.

No. 8965-
ASI-64/
35707,
dated 16th
November,
1964.

11. *Representations against adverse remarks.*—Government have noticed a strong tendency among officers/officials at all levels not to take adverse remarks in the spirit in which they are intended and as part of the normal incidents of a whole career of service but to indulge in all kinds of pressure to get such remarks expunged. Such tendency produces ill-effects in

No. 703-GI-
58/8250,
dated 7th
April, 1958.

No. 2356-G-
55/18471,
dated 31st
March,
1955.

regard to the recording of remarks, without fear or favour, by reporting officers, and such practice must be strictly and firmly discouraged and eliminated, if possible. It is often forgotten that the primary purpose of maintaining a record of annual remarks in regard to an officer's work is to accumulate over a period of years a varied assessment regarding the performance, character, ability and integrity of the officer in discharging the responsibilities to which he is called. This record is meant to enable Government to assess the total worth of an individual officer with a view to utilising him in the best way possible for the public service. Primarily, therefore, the record of an officer is a document internal to Government to be utilised for 'promotions, postings, transfers, encouragement, caution, etc.' This main purpose of the record must, therefore, be borne in mind, namely, that it is a cumulative assessment of an officer's worth to be utilised for Government purposes and for public ends and it is only incidentally a means of bringing to the officer's notice defects which he should consciously endeavour to remedy. Ordinarily, therefore, departments should not enter into any controversy with officers in the matter of adverse remarks communicated to them on the basis of their confidential reports. Occasionally, however, cases arise where the adverse remarks are not made *bona fide*, or are based on a patent error of fact. An examination of the representations is, therefore, called for, and these should not be turned down automatically. Where the preliminary examination of the representation does not *prima facie* establish that the adverse remarks are *mala fide* or based on a patent error of fact, there should be no hesitation in disposing of the representation on the basis of the general policy referred to above. Where, however, it appears *prima facie* that the remarks are not *bona fide* or that these are based on a clear error of fact, the representation should be examined on merits. If as a result, it is found that the adverse remarks were not justified, after obtaining the orders of the highest administrative authority, a note should be recorded on the confidential report expunging the remarks and the officer concerned should be informed of the action taken. The reporting officer may also be informed and suitably warned where *mala fide* intent is indicated. Recourse to expunction of remarks may be had only in cases of exceptional character after observing the procedure laid down above. There may also be border line cases in which there may be some substance in the adverse remarks conveyed to the officer and also some justification for the representation made by the officer against the adverse remarks. In such cases, the proper course to adopt would be to place the representation on the personal file after obtaining the orders of the highest administrative authority.

No. 15172-
G-55, dated
the 22nd
December,
1955.

Explanatory Notes :—

No. 8965-
ASI-64/
35707,
dated 16th
November,
1964.

- (i) Before passing final orders on a representation against adverse remarks, the comments of the reporting authority/authorities should invariably be obtained.
- (ii) If a representation is made by any officer against the remarks communicated to him such representation should be brought to the notice of the highest administrative authority and his order should be

obtained. It would be very undesirable that an officer against whose adverse remarks representations are submitted should himself dispose of such representations.

The intention is that both for purposes of rejection and acceptance of representations against adverse remarks, there should be one authority and it should be the highest administrative authority.

No. 12241-GI-58/1860, dated 21st January, 1959.

The 'highest administrative authority' means 'the appointing authority' or the authority to whom representation against the punishment of censure lies under the existing rules of the department concerned for a particular officer, whichever is higher. If such authority is himself the authority whose adverse remarks are communicated, the term 'highest administrative authority' should mean the next higher authority.

For members of the All India Services, serving under the Punjab Government, the 'highest administrative authority' will mean the State Government.

No. 59-ASI-62/5649, dated 17th February, 1962.

12. *Time limit for filing representation against the adverse remarks and the authorities to whom the representations are to be addressed.*—(i) As stated above, Government do not encourage representations against adverse remarks. But if a representation is made it should not be entertained unless it is received within three months from the date of the letter communicating adverse remarks to the officer/official concerned. Government wish to make it clear that this time-limit should be followed rigidly and that the time-barred representations should be rejected. It is dangerous to allow officers to go on putting up representations whenever they think the situation is favourable to them, and *post facto* attempts to clean up personal files must be resisted.

No. 5515-ASI-61/25297, dated 11th July, 1961.

(ii) The representation against adverse remarks may be addressed direct to the authority conveying the adverse remarks.

Remarks recorded in the Annual Confidential Reports against which representation has not been filed within the prescribed period or, if so filed, has been rejected, should not be expunged in spite of the fact that at some later date a succeeding authority has a different view. The succeeding Minsiter or officer may record his own remarks and get the same also placed on the personal file of the employee reported upon where he has a different view in regard to the remarks in the Confidential Report recorded by a previous Minsiter/Officer.

No. 3871-SII-(5)/68/14567, dated 24th May, 1968.

Explanatory Note :—

In the case of officers posted in Lahaul and Spiti on account of difficult communications the time-limit for submitting representations against adverse remarks will be eight months.

No. 279-ASI-63/4655, dated 2nd February, 1963.

13. *Nature of documents/communications which need be placed on personal files.*—(i) Besides the confidential reports on the

work and conduct of an officer, copies of documents/communications specified below should also be specified on the personal files--

- (a) all orders imposing any of the penalties prescribed under Rule 4 of the Punjab Civil Services (Punishment and Appeal) Rules, 1952 [now rule 5 of Punjab Civil Services (Punishment and Appeal) Rules, 1970] or rule 3 of the All India Services (Discipline and Appeal) Rules, 1954, as amended from time to time;
- (b) all communications conveying adverse remarks;
- (c) those letters of appreciation which deal with the outstanding nature of performance of an officer on an overall assessment on his work and conduct during the year in the light of the remarks recorded in his confidential reports.
- (d) A copy of the orders granting advance increments.

No. 8965-
ASI-64/
35707,
dated 16th
January,
1964.

(ii) As regards warnings which are not the direct outcome of annual confidential reports (excepting those emanating from Government), these shall not be placed on the personal files without the previous approval of the 'appointing authority'.

(iii) In regard to other communications of the nature of advice or conveying displeasure of Government orders of the competent authority whether or not a copy should be placed in the personal file should be obtained in each individual case. "Competent authority" referred to above will be--

- (a) Government in case where advice given to a Government servant is from Government or the displeasure of Government is conveyed or Government is the authority competent to impose the punishment of censure; and
- (b) the authority competent to hear appeals from an order imposing the punishment of censure, in other cases, except when the advice given is that of a higher authority in which case such higher authority should be the "competent authority".

No. 279-
ASI-63/4655,
dated 2nd
February,
1963.

(iv) Whenever an officer has attended an approved course of study or training in India or abroad--

- (a) the fact of his having done so should be entered in his character roll;
- (b) the report received from the head of the institution of the aforesaid study or training should either be placed in original with the character roll or the substance of it entered therein;

- (c) an entry about the report submitted by the officer on his work should also find mention in the character roll if it is outstandingly good, or is of poor quality indicating that the officer had not made good use of his period of study or training.

Explanatory Note.--Approved courses of training may be defined to include courses sponsored by the Government or in which the cost or part of the cost is borne by Government as also courses attended with the permission of Government or for which Government grant study leave. In respect of some of these courses it may not be possible or necessary to obtain reports which could be incorporated in the character rolls. For instance there are part-time courses and refresher courses where an assessment of the candidate is not made. In such cases, however, entry in the character roll of the fact of the officer having attended the course would nevertheless be useful in giving a more complete picture of the officer's experience and accomplishments.

Explanatory Notes :—

- (i) As a result of delays detected by the Assessment Units, the officials responsible for delays are sometimes warned and in certain cases the Chief Secretary decides that a copy of the warning be placed on the personal file of the official concerned. In such cases it is not necessary to obtain the orders of the competent authority as defined in this paragraph for placing a copy of the warning on the personal file. The Chief Secretary will be competent authority for this purpose. No. 1485-ASI-61/7762, dated 1st March, 1961.
- (ii) It is the responsibility of the authorities maintaining the personal files to ensure that all documents required under the instructions of Government to be placed on the personal files, are placed thereon. No. 126-ASI-64/2377, dated 17th January, 1964.
- (iii) The term personal file means in this context the collection of periodical or annual confidential report on the work and conduct of a Government Employee and copies of orders of punishment and appreciation letters, etc., that may in accordance with the forgoing instructions, form a part of this collection. -ditto-

14. Documents which are not to be placed on personal files.--The personal files should not be burdened with copies of personal letters or certificates issued by superior officers to their subordinates or letters of commendation issued by Government in recognition of any special help that might have been rendered by the officer on a particular occasion, e.g., a local exhibition, visit of a V.I.P., etc. No. 5929-G(C)-56/21125, dated 30th May, 1956.

Letters of appreciation issued by various authorities or persons on any major event of work done or special contribution made by the officer towards the implementation of a particular scheme or successful conclusion of special campaign will not, therefore, be placed on personal files.

No. 1485-
ASI-61/
7762, dated
1st March,
1961.

Explanatory Note.--Enquiry reports of the Vigilance Department sometimes contain mention of unsubstantiated allegations. In any case these are in the nature of investigations. Such enquiry reports shall not be placed on the personal file.

No. 3916-
IG-57/9867,
dated 5th
June, 1957.

15. *Procedure to be followed where a Reporting Authority is related to the officer to be reported on.*--(i) When the reporting officer is the first reporting authority, he should be competent to record his remarks, but, while doing so, he should clearly mention that he is related to the officer reported on and bring out the exact nature of relationship.

(ii) When the reporting officer is not the original reporting authority he need not normally write any remarks. If, however, he feels that for some reasons he must enter some remarks, he should, while doing so, act as under (i) above.

No. 5445-
GI-58/15172,
dated 26th
May, 1958.

16. *Soliciting of remarks to be discouraged.*-- Government have noticed an undesirable tendency among officers/officials to approach the higher authority for getting remarks out of the way on their personal files. The confidential remarks on the work of Government servants are recorded by the competent authority in the normal course when due. The officer/officials should, on no account, solicit for remarks in personal files whether from Ministers or their other superiors.

No. 6257-
GI-59/1587,
dated 13th
January,
1960.

17. *Custody of personal files and Authorities competent to convey adverse remarks in Confidential Reports.*--In regard to the general question as to which authorities should be competent to receive and convey confidential reports and maintain personal files (character rolls) of different categories of Government servants it is considered that, in principle, all this work should normally be the responsibility of the "appointing authority". However, in view of practical difficulties involved, this does not appear to be feasible in all cases. Therefore, without prejudice to the right of the 'appointing authority' to issue any special instructions to meet administrative exigencies, it has been decided to lay down the following procedure:--

- (i) The personal files of all officers of the I.C.S./I.A.S. and the P.C.S. (Executive Branch) and non-I.C.S./P.C.S. (Executive Branch), Administrative Secretaries will remain with the Chief Secretary, except that the personal file of the General Manager and Secretary, Bhakra Dam, will continue to be maintained by the Secretary, Irrigation and Power.
- (ii) The personal files of Additional Secretaries/Joint Secretaries/Heads of Departments, who are not members of the I.C.S./I.A.S./P.C.S. (Executive Branch) will remain in the custody of their Administrative Secretaries.
- (iii) The personal file of all Class I and Class II Officers, except those covered by (i) and (ii) above, will remain with their Heads of Departments
- (iv) The personal files of non-gazetted staff will remain in the custody of their Heads of Departments/Heads

of Offices according to the existing practice, which may be modified, if circumstances so warrant, at the discretion of the Head of Department concerned.

The authorities mentined at (i) to (iv) above will receive confidential reprotos and convey adverse remarks contained therein in respect of the Government servants whose personal files are maintained by them.

To facilitate the assessing of an officer's worth on the basis of his personal file, the good and bad remarks should be sidelined with red and blue pencils respectively while putting up the personal files in cases of promotion, disciplinary action, pension etc.

No. 1648-
G-56/18571,
dated 14th
March, 1956

18. *Index to Personal Files.*—Government observe that very often annual confidential reprotos are not written promptly by the recording authorities, nor is due importance attached to the proper maintenance of personal files, which are a valuable service record of Government servants. To remedy this state of affairs, it has been decided that an index in the attached *pro forma* (Annexure A) should form part of each personal file and entries therein completed before any new documents are filed. To ensure proper unkeep of personal files, it would also be desirable that the appointing authorities/Head of Departments/ Heads of Offices have the personal files in their own custody and those in the custody of their subordinate offices inspected by a responsible officer once every year between the months of July and September,

No. 6257-
GI-59/1587,
dated 13th
January,
1960.

Explanatory Note.—Where the personal file is in the shape of a bound register, it is not necessary to prepare an index to it.

No. 1485-
ASI-61/1762,
dated 1st
March,
1961.

19. *Summary of personal files.*—Government have decided that a summary in the attached *pro forma* (Annexure B) should form part of each personal file to facilitate the judging of relative merits of officers by the competent authorities making appointments, promotions, etc. To facilitate this task the grading should be done by the reporting officers. A column for 'overall assessment' should be prepared in the form so that the years' work is assessed and graded in the recognised categories namely 'A plus' (outstanding), 'A' (Very good), 'B plus' (good); 'B' (Average) and 'C' (Below average).

No. 59-ASI-
62/5649,
dated 17th
February,
1962.

No. 126-
ASI-64/2377,
dated 17th
January,
1964.

20. I am to urge again that the officers recording confidential reports should realise the value and the importance of such reports in making or adversely affecting the careers of officers reported upon. While superior officers have the fullest freedom and the right to record their opinion about the work and conduct of their subordinates, in doing so they should be guided solely by considerations of merit, justice and fair play. No personal considerations, approaches or *sifarish* of any kind, should be allowed to supervene and their conscience alone should be their guide in this matter.

21. I am to request that these instructions should be strictly followed.

**Index to Annual Confidential Report and other Documents placed
in the Personal File (Character Roll) of**

Serial No.	Date on which placed on personal file	Nature of document placed showing period to which it relates	Page Nos. of the documents filed	Signature, date and designation of attesting authority of the entry	Remarks
1	2	3	4	5	6

- N.B.—(1) The Index Form should be printed on both sides of a thick Coloured folder.
- (2) Each Index Sheet should have a printed Serial No. embossed in print in the right and top corner.
- (3) Printed Index Sheets are available from the Controller Printing and Stationery, Punjab, Chandigarh.
- (4) Proper account of Index Sheet should be maintained by each office.

ANNEXURE 'C'

Confidential Reports on the work of the officers of the Indian Civil Service/Indian Administrative Service for the year.....

Name

Designation

Period spent on the post

Remarks

Overall Assessment

**(Outstanding, very good,
good, average or below average)**

Copy of Punjab Government Circular letter No. 3482-ASI-61/25298, dated 11th July, 1961 from the the Chief Secretary to Government, Punjab, to all Heads of Departments, etc. etc.

Subject.—Relationship between the Commissioners/Deputy Commissioners and Divisional Officers/District Officers in Divisions/Districts.

I am directed to refer to the instructions contained in Punjab Government circular letters No. 14102-GI-57/22998, dated the 15th November, 1957, No. 9180-GIII-59/22659, dated the 20th November, 1959 and No. 10542-GIII-59/26741, dated the 17th December, 1959, on this subject.

It has been laid down in paragraph 10 of Punjab Government circular letter No. 2334-ASI-60/15708, dated the 3rd May, 1960, regarding confidential reports that adverse remarks in all cases should be communicated. It has further been amplified in explanatory note (i) under this paragraph that only the adverse remarks recorded or endorsed by the highest authority reporting on an officer should be communicated. In the ordinary departmental hierarchy, it is easy to determine who is the highest authority reporting on an officer, but it is difficult to do so where the Deputy Commissioner and the Commissioner are the additional reporting authorities on Divisional/District level departmental officers. A question has arisen as to what weight should be attached to the remarks recorded by the Deputy Commissioner/Commissioner vis-a-vis those recorded by the departmental reporting authorities. After careful consideration Government have decided that where an adverse remark has been recorded by the Deputy Commissioner/Commissioner, it should invariably be conveyed even though the departmental reporting authorities have disagreed with it. Where however, the Commissioner disagrees with the Deputy Commissioner, the Deputy Commissioner's remarks need not be conveyed.

Copy of Punjab Government Circular letter No. 472-ASI-64/11586, dated 9th April, 1964 from the Chief Secretary to Government Punjab, to all Heads of Departments, etc. etc.

Subject.—Confidential reports—issue of letters of appreciation.

I am directed to invite a reference to the Punjab Government letter No. 2334-ASI-60/15708, dated the 3rd May, 1960, on the above mentioned subject and to state that in para 9 thereof it was specifically mentioned that letters of appreciation should not be issued indiscriminately but only in really deserving cases, in order to encourage good work on an overall assessment of the officer's whole work during the reporting period. The intention behind this really was to ensure that commendatory letters are based on a record of exceptionally good work, and not merely on the performance of routine duties with more than average ability and industry. Since commendations lose much of their value if they are given too easily, it is essential that the greatest care is taken to limit the number of such letters and to grant them only in really deserving cases.

2. Instances have, however, come to the notice of the Government where these instructions have not been followed in the spirit in which they were issued, with the result that recommendations for letter of appreciation were made only in a routine manner and not after full and proper consideration of the merits of the work done. And, of late such recommendations have been found to have been made too frequently, which had even led to an unhealthy tendency among officers to go abegging for such letters.

3. It has, therefore been considered that the standing instructions on the subject should be brought to the pointed notice of all concerned, so that these may be observed carefully.

In order to further ensure that such recommendations come up after thorough consideration, Government desire that for any good case for acceptance--

- (a) at least two authorities, when there are two or more such competent authorities, should make the recommendations in clear terms; and
- (b) the work proposed for commendation should be clearly indicated.

4. It is requested that these instructions may be brought to the notice of all the reporting authorities under your control, for careful compliance. The necessary addition to paragraph 9 of the Circular letter referred to above is also being made.

5. The receipt of this letter may please be acknowledged.

Copy of Punjab Government Circular Letter No. 5582-ASI-64/24104, dated 15th July, 1964 from the Chief Secretary to Government, Punjab, to all Heads of Departments etc.

Subject.—Relationship between the Commissioners and Divisional Officers in Divisions.

I am directed to invite a reference to the instructions contained in the Punjab Government letter No. 10542-GIII-59/26741 dated the 17th December, 1959, on the subject noted above, wherein it has been provided, inter alia, that Commissioners of Divisions will record remarks on all the Divisional Officers of the various Departments with regard to.—

- (i) reputation for honesty;
- (ii) relationship with public; and
- (iii) implementation of development schemes and policy of the Government.

2. In this connection, it has been brought to the notice of the Government that the Divisional Officers of the various Departments often do not pay even a courtesy call on the Commissioners, with the result that most of these officers are

not likely to be known personally to the Commissioners who are consequently not able to express proper opinion about them.

I am, therefore, in the interests of the Administration, as well as of the individual officers themselves, to request that the Divisional Officers of your Department may be directed to see the Commissioners of their Divisions as and when they find it feasible and convenient, but at least once in six months.

Copy of Punjab Government Circular letter No. 3270-ASI-65/11454, dated 3rd April, 1965, from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc. etc.

Subject.—Confidential Reports--issue of appreciation letters.

I am directed to invite a reference to the Punjab Government letter No. 472-ASI-64/11586, dated the 3rd/9th April, 1964, on the subject noted above, wherein it was decided that before a letter of appreciation could be issued to an officer on the basis of his confidential report, the following conditions should be fulfilled :--

- (a) at least two authorities, when there are two or more such competent authorities, should make the recommendation in clear terms; and
- b) the work proposed for commendation should be clearly indicated.

The State Government has from time to time, been receiving references from the various departments seeking clarification on certain points. The matter has, therefore, been considered further and I am to offer the following clarifications in this behalf :--

- (i) where there is only one reporting authority and it recommends clearly the issue of an appreciation letter and also indicates the work proposed for commendation, an appreciation letter may be issued in such cases;
- (ii) in cases where the first reporting authority recommends an appreciation letter in clear terms indicating the work proposed for commendation and the second authority simply endorses it by saying 'I agree' an appreciation letter may be issued as the words 'I agree' amount to endorsing the recommendation of the first reporting authority notwithstanding the fact that the second reporting authority did not clearly say in so many words that an appreciation letter may be issued;
- (iii) where two reporting authorities recommended the issue of an appreciation letter and the highest authority does not contradict that recommendation but records the words "Seen" or "No remarks" or simply appends his signature, an appreciation letter may be issued. Where, however, the final authority

controverts the recommendation of the lower authority no letter of appreciation should be issued;

- (iv) where the two lower reporting authorities do not recommend the issue of an appreciation letter but the highest authority makes the recommendation for such a letter in clear terms, a letter of appreciation should not be issued straightaway. In such cases, a reference to the two lower reporting authorities, where there are two or more such authorities, should be made asking for their views on the issue of a letter of appreciation. A letter of appreciation should be issued only if at least one of the lower reporting authorities is also of the view that an appreciation letter should be issued.

2. I am to request that these instructions may be brought to the notice of all reporting authorities under your control for careful compliance.

The receipt of this letter may be acknowledged.

Copy of Punjab Government Circular letter No. 7814-ASI-65/27821, dated 10th August, 1965, from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc. etc.

Subject.—Writing of confidential reports on Class IV Government employees

I am directed to say that the question regarding the maintenance of confidential personal files on the work of Class IV Government employees in the State has been engaging the attention of Government for some time past. At present, no confidential reports are recorded on the work of Class IV employees with the result that there is no satisfactory system for the purpose of judging the relative merit of these employees at the time of their promotion etc. It has been considered that the maintenance of regular confidential personal files of this class of Government employees would prove a useful record, which may be utilized for purposes of promotion and confirmation as well as for purposes of general discipline. In view of these considerations, it has been decided that annual confidential reports should hereafter be written in respect of all regular Class IV Government employees in the state and their personal files be maintained, as in the case of other classes of Government employees. A sample form of confidential report, which may be used in this connection is enclosed.

2. The receipt of this letter may please be acknowledged.

Confidential Report on the work and conduct of Class IV staff for the year

1. Name
2. Post held
3. Date of birth

4. Scale of pay
5. Educational qualifications
6. Branch to which/Officer to whom attached
7. Can he read and write Punjabi/Hindi/English
8. Observations on—
 - (i) Intelligence
 - (ii) Amenability to discipline
 - (iii) Honesty and Integrity
 - (iv) Punctuality
 - (v) Devotion to duty
9. Is he fit for promotion to the grade of Jamadar/Daftry/Record Lifter etc.
10. Are you prepared to retain him under you ?
11. Any other remarks.

Signature of Reporting Officer.

Copy of letter No. 10250-ASI-65/40176, dated 15th December, 1965, from Sirdar Gyan Singh Kahlon, ICS, Chief Secretary to Government, Punjab, to all Heads of Departments, etc. etc.

Subject.—Confidential reports—time limit for making representations against adverse remarks.

I am directed to invite a reference to paragraph 12 of the Punjab Government instructions contained in circular letter No. 2334-ASI-60/15708, dated the 3rd May, 1960 as amended,—vide Punjab Government letter No. 5515-ASI-61/25297 dated the 11th July, 1961, which reads as follows :—

"Time limit for filing representation against the adverse remarks and the authorities to whom the representations are to be addressed.

- (i) As stated above, Government do not encourage representations against adverse remarks. But if a representation is made, it should not be entertained unless it is received within three months from the date of the letter communicating adverse remarks to the officer/official concerned. Government wish to make it clear that this time-limit should be followed rigidly and that time-barred representations should be rejected. It is dangerous to allow officers to go on putting up representations whenever they think the situation is favourable to them and *post facto* attempts to clean up personal files must be resisted.
- (ii) The representation against adverse remarks may be addressed direct to the authority conveying the adverse remarks."

As is clear from the above mentioned instructions this time limit of three months for making representations against adverse remarks is required to be followed strictly. Accordingly, if an

officer wants to represent against adverse remarks, he must do so within this prescribed time-limit and time-barred representations should be rejected straightway.

2. Instances have, however, come to the notice of Government where certain officers, who wanted to represent against adverse remarks, could not do so because they were unable to lay hands on the relevant record in order to prepare their representations. The matter has been considered by Government and it has been felt that in such cases the officer/official concerned should promptly intimate to the authority conveying the adverse remarks that he would be making a detailed representation after examining the relevant record. As for possible the detailed representation should also be sent within the prescribed time limit of three months. But where this is not practicable owing to the circumstances beyond an officer's control and the authority dealing with the representation is satisfied about it, the representation may be entertained and dealt with as if it had been received within the prescribed time limit of three months.

2. I am to request that these instructions may be brought to the notice of all concerned for information and compliance.

Copy of circular letter No. 3498-ASI-66, dated 2nd April, 1966, from the Chief Secretary to Government Punjab to the All Heads of Departments, etc. etc.

Subject.—Confidential reports—consolidated instructions regarding IIInd amendment of 1963--overall assessment.

I am directed to invite a reference to paragraph 3 of the Punjab Government letter No. 126-ASI-64/2377, dated the 17th January, 1964, in which the following addition was made at the end of paragraph 10 of the consolidated instructions contained in Punjab Government circular letter No. 2334-ASI-60/15708, dated 3rd May, 1960 :—

"To facilitate this task grading should be done by the reporting officers. A column for overall assessment should be provided in the form so that the year's work is assessed and graded in the recognised categories, namely, 'A plus' (outstanding) 'A' (very good); 'B plus' (Good); 'B' (Average); and 'C' (below average)."

It has come to the notice of the Government that column for overall assessment has not been provided by some of the Departments in their confidential report forms with the result that the overall assessment of the officers is not indicated by the reporting authorities at the time of recording annual confidential reports. It has further been noticed that even where this column for overall assessment has been provided in the report forms, the reporting authorities do not indicate the overall assessment of the officers reported upon. This necessitates the return of confidential reports to the reporting authorities for indicating the overall assessment. As a result, the confidential reports are delayed considerably and various matters, which have to be decided on the basis of those

confidential reports, have also to be kept pending. In order to avoid such eventualities, I am to request that the column for overall assessment should be provided in the form of confidential reports, where it has not already been provided, and the grading of an officer should be indicated in the said column invariably.

2. I am to request that these instructions be brought to the notice of all concerned for information and strict compliance.

Copy of letter No. 3681-ASI-66, dated 13th May, 1966 from the Chief Secretary to Government, Punjab to all Heads of Departments in the State.

Subject.—Confidential reports on the work of Liaison Officers of Departments posted at Delhi.

I am directed to invite a reference to Punjab Government letter No. 3206-ASI-66/5854, dated the 17th March, 1966 wherein the procedure for writing annual confidential report on the work of the officers of the various departments who are posted as Liaison Officers at Delhi was conveyed to you.

2. The matter has been considered further and it has been decided that the confidential report on the work of a Liaison Officer shall be initiated by the head of the Department concerned. Thereafter, the Agent to Government, Punjab at Delhi will add his remarks and send the report to the Administrative Secretary concerned. If the Administrative Secretary has a different opinion from the one given by the Agent to Government, Punjab the report will be put up to the Minister-in-charge for his final remarks.

3. I am to request that these instructions may be followed strictly in the matter of confidential reports on the work of the Liaison Officers posted at Delhi.

Copy of Punjab Government Circular letter No. 3277-SI-67/20363, dated 19th July, 1967 from the Chief Secretary to Government, Punjab to all Heads of Departments, etc. etc.

Subject.—Confidential reports—Action to be taken on representations received from State Government Employees against communication of adverse remarks.

I am directed to invite your attention to paragraph 11 of the instructions contained in Punjab Government letter No. 2334-ASI-60/15708, dated the 3rd May, 1960, in which the procedure for dealing with representations against adverse remarks has been laid down. It has among other things been provided that where the remarks are not bonafide or are based on a patent error of fact, a note should be recorded on the confidential report expunging the remarks, after obtaining the orders of the highest administrative authority and the officer concerned should be informed of the action taken. Further in border line cases in which there may be some substance in the adverse remarks conveyed to the officer and also some justification for the representation made by the officer against

the adverse remarks, the representation should be placed on the personal file of the officer concerned.

2. In this context, the Government of India have laid down a uniform procedure to be followed by the State Governments in dealing with representations received from Officers of the All India Services against communication of adverse remarks made in their confidential reports. After taking into consideration instructions of the Government of India and keeping in view the procedure prescribed in the existing instructions of the State Government, it has been decided that—

- (i) the representations or explanation against the adverse remarks should not be added to the confidential reports;
- (ii) if it is felt by the highest administrative authority that the remarks should be toned down, he should make the necessary entry with proper attestation at the appropriate place of the report. Past entries should not be corrected.
- (iii) In the rare event of the competent authority coming to the conclusion that the adverse remarks was inspired by malice or was based on a patent error of fact and, therefore, deserves expunction, he should score through the remark or paste it up or obliterate it otherwise and should state that he has done so and sign at the appropriate place indicating the date.

Copy of Punjab Government Circular letter No. 7955-SII(5)-67-31327, dated 18th November, 1967, from the Chief Secretary to Government, Punjab to all Heads of Departments, etc. etc.

Subject.—Confidential reports.

I am directed to invite your attention to the instructions contained in explanatory note (i) below paragraph 3 and paragraph 10(d), read with explanatory note (ii) thereunder, of the consolidated circular No. 2334-ASI-60/15708, dated the 3rd May, 1960, on confidential reports, as amended from time to time which read below :—

1. Explanatory note (i) below paragraph 3

"Some reporting officers tend to make mention of very slight defects in a subordinate, Government is of the view that very slight defects should be brought to an officer's notice verbally in the way of advice and guidance and need not find mention in annual confidential report unless they are of a type which have been more than once brought to the subordinate's attention but which he nevertheless persists in. Likewise, remediable defects should also be pointed out during the year so that the official concerned may make an effort to improve and to remove those defects."

2. Paragraph 10(d)

"The reporting officer should specifically state whether the defects reported have already been brought in any

other communication to the notice of the officer concerned."

3. Explanatory note (ii) below paragraph 10

"The reporting officer, while mentioning any defects in the report, should as far as possible also give indication of what efforts have been made by way of guidance, admonition, etc. to get the defects removed and with what results."

It has been observed by Government that the instructions, mentioned above, are not being followed by some of the reporting authorities and they still make mention of very slight defects in the work of their subordinates without first bringing them to their notice either verbally or in writing by way of advice and guidance. As a result, when some adverse remarks are conveyed to them (the subordinates), they ask for their expunction on the ground that no such defects were ever brought to their notice by the reporting authority/authorities during the course of the year as required by the instructions of Government.

2. I am directed to point out that the object behind these instructions is to afford reasonable chance to the concerned employee to remove such minor remediable defects during the course of the year. If those are not brought to their notice in time the very object of these instructions is defeated.

3. In the circumstances, I am directed to impress upon you that the instructions of Government, referred to above, should be brought to the notice of all concerned again for being followed meticulously, in future. Further, as required under paragraph 10(d) of the instructions, the reporting officer should specifically state while writing annual confidential reports whether the defects reported have already been brought in any other communication to the notice of the officer(s) concerned or not. Any departure from these instructions will be taken serious note of by the Government in future.

ਨਕਲ ਪੱਤਰ ਨੰ: 6789-ਸੇਵਾਵਾਂ-2(1)-69/28237, ਮਿਤੀ 28 ਨਵੰਬਰ, 1969, ਵਲੋਂ
ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਵਲ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖ ਅਧਿਕਾਰੀ ਆਦਿ।

ਵਿਸ਼ਾ : ਪੰਜਾਬ ਰਾਜ ਪ੍ਰਬੰਧਕੀ ਸੁਧਾਰ ਕਮਿਸ਼ਨ ਦੀ ਸਿਫਾਰਸ਼ ਨੂੰ ਲਾਗੂ ਕਰਵਾਉਣਾ--ਸਿਫਾਰਸ਼
ਨੰ: 126--ਮਿਲਵਰਤਨ ਨਾ ਦੇਣ ਵਾਲੇ ਕਰਮਚਾਰੀਆਂ ਦੇ ਆਚਰਨ ਪੱਤਰੀ ਵਿਚ
ਆਪਣੇ ਵਿਚਾਰ ਦਰਜ ਕਰਨ ਬਾਰੇ ਉਪ-ਮੰਡਲ ਅਫਸਰਾਂ ਨੂੰ ਅਧਿਕਾਰ ਦੇਣ ਸਬੰਧੀ
ਕਾਰਵਾਈ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਪਰ ਪੰਜਾਬ ਰਾਜ ਪ੍ਰਬੰਧਕੀ ਸੁਧਾਰ ਕਮਿਸ਼ਨ ਨੇ ਹੇਠ ਲਿਖੀ
ਸਿਫਾਰਸ਼ ਕੀਤੀ ਸੀ :

"To enable the Sub-Divisional Officer to perform his co-ordinating role properly, he should be authorised in case an official is not co-operative, to place on record his views on the annual report on the offending official to whichever Department he may belong."

2. ਮੈਨੂੰ ਇਹ ਲਿਖ ਭੇਜਣ ਦੀ ਆਗਿਆ ਹੋਈ ਹੈ ਕਿ ਪੰਜਾਬ ਸਰਕਾਰ ਨੇ ਯੋਗ ਵਿਚਾਰ ਉਪਰੰਤ ਉਪਰੋਕਤ ਸਿਫਾਰਸ਼ ਨੂੰ ਪਰਵਾਨ ਕਰਦਿਆਂ ਹੋਇਆਂ ਇਹ ਫੈਸਲਾ ਕੀਤਾ ਹੈ ਕਿ ਜਿਸ ਤਰ੍ਹਾਂ ਮੰਡਲ ਅਤੇ ਜ਼ਿਲ੍ਹਾ-ਪੱਧਰ ਦੇ ਅਫਸਰਾਂ ਸਬੰਧੀ ਕਰਮਵਾਰ ਕਮਿਸ਼ਨਰ ਤੇ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਸਾਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਵਿਚ (ੳ) ਇਮਾਨਦਾਰੀ ਬਾਰੇ ਸ਼ੁਹਰਤ (ਅ) ਜਨਤਾ ਨਾਲ ਸਬੰਧ ਅਤੇ (ੲ) ਦੂਸਰੇ ਵਿਭਾਗਾਂ ਨਾਲ ਸਹਿਯੋਗ ਬਾਰੇ ਪਰੇਖਣ ਕਰਨ ਦਾ ਅਧਿਕਾਰ ਰਖਦੇ ਹਨ ਉਸੇ ਤਰ੍ਹਾਂ ਉਪ-ਮੰਡਲ ਅਫਸਰਾਂ (ਸਿਵਲ) ਨੂੰ ਵੀ ਸਥਾਨਕ ਅਫਸਰਾਂ, ਪੁਲਿਸ ਵਿਭਾਗ ਤੋਂ ਛੁਟ ਭਾਵੇਂ ਉਹ ਕਿਸੇ ਵੀ ਮਹਿਕਮੇ ਦੇ ਹੋਣ, ਦੀਆਂ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਵਿਚ ਇਹਨਾਂ ਤਿੰਨਾਂ ਵਿਸ਼ਿਆਂ ਸਬੰਧੀ ਪਰੇਖਣ ਕਰਨ ਬਾਰੇ ਅਧਿਕਾਰ ਦਿੱਤੇ ਜਾਂਦੇ ਹਨ । ਬੇਨਤੀ ਹੈ ਕਿ ਸਰਕਾਰ ਦਾ ਇਹ ਫੈਸਲਾ ਸਾਰੇ ਸਬੰਧਤ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਦੇ ਧਿਆਨ ਵਿਚ ਲਿਆਂਦਾ ਜਾਵੇ ।

ਕਾਪੀ ਪੱਤਰ ਨੰ: 10125 ਸੇਵਾਵਾਂ 2(1)-70/10419, ਮਿਤੀ 27 ਮਈ, 1970 ਵਲੋਂ ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਸੇਵਾ ਵਿਖੇ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ, ਸੰਗਰੂਰ ਅਤੇ ਇਸ ਦਾ ਇਕ ਉਤਾਰਾ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖ ਅਧਿਕਾਰੀਆਂ, ਡਵੀਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰ, ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਅਤੇ ਉਪ-ਮੰਡਲ ਅਫਸਰ (ਸਿਵਲ) ਨੂੰ ਸੂਚਨਾ ਲਈ ।

ਵਿਸ਼ਾ : ਪੰਜਾਬ ਰਾਜ ਪ੍ਰਬੰਧਕੀ ਸੁਧਾਰ ਕਮਿਸ਼ਨ ਦੀ ਸਿਫਾਰਸ਼ ਨੂੰ ਲਾਗੂ ਕਰਵਾਉਣਾ--ਸਿਫਾਰਸ਼ ਨੰ: 126--ਮਿਲਵਰਤਣ ਨਾ ਦੇਣ ਵਾਲੇ ਕਰਮਚਾਰੀਆਂ ਦੇ ਆਚਰਣ ਪੱਤਰੀ ਵਿੱਚ ਆਪਣੇ ਵਿਚਾਰ ਦਰਜ ਕਰਨ ਬਾਰੇ ਉਪ-ਮੰਡਲ ਅਫਸਰਾਂ ਨੂੰ ਅਧਿਕਾਰ ਦੇਣ ਸਬੰਧੀ ਕਾਰਵਾਈ ।

ਹਵਾਲਾ : ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪਜੀ ਦਾ ਯਾਦ ਪੱਤਰ ਨੰ: 6943/ਐਸ ., ਮਿਤੀ 17 ਦਸੰਬਰ, 1969 ।

2. ਸਰਕਾਰ ਦਾ ਫੈਸਲਾ ਜੋ ਅੱਗੇ ਹੀ ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਾਂ ਆਦਿ ਨੂੰ ਪੱਤਰ ਨੰ: 6789-ਸੇਵਾਵਾਂ 2(1)-69/28237, ਮਿਤੀ 28 ਨਵੰਬਰ, 1969 ਰਾਹੀਂ ਭੇਜਿਆ ਗਿਆ ਸੀ, ਵਿੱਚ ਸਪੱਸ਼ਟ ਤੌਰ ਤੇ ਲਿਖਿਆ ਹੋਇਆ ਹੈ :

"ਕਿ ਜਿਸ ਤਰ੍ਹਾਂ ਮੰਡਲ ਅਤੇ ਜ਼ਿਲ੍ਹਾ ਪੱਧਰ ਦੇ ਅਫਸਰਾਂ ਸਬੰਧੀ ਕਰਮਵਾਰ ਕਮਿਸ਼ਨਰ ਅਤੇ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਸਾਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਵਿਚ (ੳ) ਇਮਾਨਦਾਰੀ ਬਾਰੇ ਸ਼ੁਹਰਤ (ਅ) ਜਨਤਾ ਨਾਲ ਸਬੰਧ ਅਤੇ (ੲ) ਦੂਸਰੇ ਵਿਭਾਗਾਂ ਨਾਲ ਸਹਿਯੋਗ ਬਾਰੇ ਪ੍ਰੇਖਣ ਕਰਨ ਦਾ ਅਧਿਕਾਰ ਰਖਦੇ ਹਨ, ਉਸੇ ਤਰ੍ਹਾਂ ਉਪ-ਮੰਡਲ ਅਫਸਰਾਂ (ਸਿਵਲ) ਨੂੰ ਵੀ ਸਥਾਨਕ ਅਫਸਰਾਂ, ਪੁਲਿਸ ਵਿਭਾਗ ਤੋਂ ਛੁਟ ਭਾਵੇਂ ਉਹ ਕਿਸੇ ਵੀ ਮਹਿਕਮੇ ਦੇ ਹੋਣ, ਦੀਆਂ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਵਿਚ ਇਹਨਾਂ ਤਿੰਨਾਂ ਵਿਸ਼ਿਆਂ ਸਬੰਧੀ ਪਰੇਖਣ ਕਰਨ ਬਾਰੇ ਅਧਿਕਾਰ ਦਿੱਤੇ ਜਾਂਦੇ ਹਨ ।"

ਇਸ ਲਈ ਜਿਸ ਪਰਕਾਰ ਆਪ ਜ਼ਿਲ੍ਹਾ ਪੱਧਰ ਦੇ ਅਫਸਰਾਂ ਸਬੰਧੀ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਲਿਖਣ ਦਾ ਤਰੀਕਾ ਅਪਨਾਉਂਦੇ ਹੋ, ਉਸੇ ਤਰ੍ਹਾਂ ਹੀ ਉਪ-ਮੰਡਲ ਅਫਸਰਾਂ (ਸਿਵਲ) ਨੂੰ ਸਥਾਨਕ ਅਫਸਰਾਂ ਦੀਆਂ ਰਿਪੋਰਟਾਂ ਲਿਖਣ ਦਾ ਅਧਿਕਾਰ ਵਰਤਣਾ ਚਾਹੀਦਾ ਹੈ । ਉਨ੍ਹਾਂ ਨੂੰ ਅਗਵਾਈ ਹਿਤ ਆਪਣੇ ਜ਼ਿਲ੍ਹੇ ਵਿਚ ਵਰਤੋਂ ਵਾਲਾ ਤਰੀਕਾ ਖੋਲ੍ਹ ਕੇ ਦੱਸ ਦਿਤਾ ਜਾਵੇ ।

3. ਏਥੇ ਆਪ ਦੀ ਸੂਚਨਾ ਲਈ ਦੱਸਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਥੋੜਾ ਸਮਾਂ ਪਿਛੇ ਲੋਕ, ਨਿਰਮਾਣ ਵਿਭਾਗ ਵਿੱਚ ਕੰਮ ਕਰਦੇ ਕਾਰਜਕਾਰੀ ਇੰਜੀਨੀਅਰਾਂ ਦੀਆਂ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਜੋ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ/ਕਮਿਸ਼ਨਰ ਅਤੇ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ/ਮੁੱਖ ਇੰਜੀਨੀਅਰ ਲਿਖਦੇ ਹਨ

ਦੇ ਬਾਰੇ ਸਰਕਾਰ ਨੇ ਸਪਸ਼ਟੀਕਰਨ ਕੀਤਾ ਹੈ ਅਤੇ ਉਸ ਦਾ ਵੇਰਵਾ ਆਪ ਦੀ ਅਗਵਾਈ ਲਈ ਹੇਠ ਦੱਸਿਆ ਜਾਂਦਾ ਹੈ ।

ਸਰਕਾਰੀ ਹਦਾਇਤ ਅਨੁਸਾਰ ਸਿੱਜਾਈ ਵਿਭਾਗ ਦੇ ਜ਼ਿਲ੍ਹਾ ਪੱਧਰ ਦੇ ਅਫਸਰਾਂ ਬਾਰੇ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਦੀ ਰਿਪੋਰਟ ਦੀ ਸੀਮਾਂ ਹੇਠ ਲਿਖੇ ਗੱਲਾਂ ਤਕ ਹੋਵੇਗੀ :--

(ੳ) ਇਮਾਨਦਾਰੀ ਬਾਰੇ ਸੁਹਰਤ;

(ਅ) ਜਨਤਾ ਨਾਲ ਸਬੰਧ;

(ੲ) ਉਸਾਰੀ ਸਕੀਮਾਂ ਦੇ ਲਾਗੂ ਕਰਨ ਬਾਰੇ ਕੰਮ ਅਤੇ ਸਰਕਾਰ ਦੀ ਨੀਤੀ ।

ਕਮਿਸ਼ਨਰਾਂ ਨੂੰ ਵੀ ਇਨ੍ਹਾਂ ਪੱਖਾਂ (aspects) ਤੇ ਟਿੱਪਣੀ ਕਰਨ ਦਾ ਅਧਿਕਾਰ ਹੈ । ਇਸ ਲਈ ਜੇਕਰ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਕਾਰਜਕਾਰੀ ਇੰਜੀਨੀਅਰ ਦੀ ਰਿਪੋਰਟ ਇਨ੍ਹਾਂ ਪੱਖਾਂ ਬਾਰੇ ਲਿਖਦਾ ਹੈ ਅਤੇ ਕਮਿਸ਼ਨਰ ਉਸ ਨਾਲ ਸਹਿਮਤ ਹੈ ਭਾਵੇਂ ਉਸ ਨੇ ਕੇਵਲ ਹਸਤਾਖਰ ਹੀ ਕੀਤੇ ਹਨ ਯਾ 'ਸੀਨ ਯਾ ਨੋ ਰੀਮਾਰਕਸ' (seen or no remarks) ਲਿਖਿਆ ਹੈ ਤਾਂ ਕਮਿਸ਼ਨਰ ਸਾਹਿਬ ਦੇ ਇਨ੍ਹਾਂ ਰੀਮਾਰਕਸ ਦਾ ਸਬੰਧ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ ਦੀ ਰਿਪੋਰਟ ਨਾਲ ਨਹੀਂ ਹੋਵੇਗਾ, ਬਲਕਿ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਦੇ ਰੀਮਾਰਕਸ ਨਾਲ ਹੀ ਸੀਮਤ ਰਹੇਗਾ । ਜੇਕਰ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਕੋਈ ਐਡਵਰਸ ਰੀਮਾਰਕਸ ਦਿੰਦਾ ਹੈ ਤਾਂ ਉਹ, ਜਦੋਂ ਤਕ ਕਮਿਸ਼ਨਰ ਸਾਹਿਬ ਉਸ ਨੂੰ ਨਾ ਕਟਣ ਸਬੰਧਤ ਅਫਸਰ ਨੂੰ ਪਹੁੰਚਾਏ ਜਾਣਗੇ, ਭਾਵੇਂ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ ਤੇ ਮੁੱਖ ਇੰਜੀਨੀਅਰ ਨੇ ਆਪਣੇ ਖਿਆਲ ਹੋਰ ਤਰ੍ਹਾਂ ਪਰਗਟ ਕੀਤੇ ਹੋਣ । ਇਸ ਤਰ੍ਹਾਂ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ ਯਾ ਮੁੱਖ ਇੰਜੀਨੀਅਰ ਨੇ ਜੇਕਰ ਉਪਰੋਕਤ ਤਿੰਨਾ ਨੁਕਤਿਆਂ ਤੇ ਐਡਵਰਸ ਰੀਮਾਰਕਸ ਦਿਤੇ ਹਨ ਤਾਂ ਉਹ ਵੀ ਸਬੰਧਤ ਅਫਸਰ ਨੂੰ ਦਸੇ ਜਾਣਗੇ ਭਾਵੇਂ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ/ਕਮਿਸ਼ਨਰ ਨੇ ਉਸ ਨੂੰ ਸਾਫ਼ ਚਿੱਟ ਦੇ ਦਿੱਤੀ ਹੈ । ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ ਆਪਣੇ ਰੀਮਾਰਕਸ ਕਮਿਸ਼ਨਰ ਸਾਹਿਬ ਨੂੰ ਰਿਪੋਰਟ ਜਾਣ ਤੇ ਪਹਿਲਾਂ ਹੀ ਰਿਕਾਰਡ ਕਰਦਾ ਹੈ । ਪਰ ਉਸ ਦੇ ਰੀਮਾਰਕਸ ਰਿਪੋਰਟ ਅਧੀਨ ਸਮੇਂ ਵਿੱਚ ਸਬੰਧਤ ਅਫਸਰ ਦੇ ਕੰਮ ਅਤੇ ਚਾਲ-ਚਲਣ ਦੇ ਨੁਕਤਿਆਂ ਬਾਰੇ ਹੋਣਗੇ । ਇਸ ਤਰ੍ਹਾਂ ਦੇ ਬਰਾਬਰ ਪੱਧਰ ਦੇ ਅਧਿਕਾਰੀ ਹਨ ਅਤੇ ਹਰ ਇਸ ਦੇ ਰੀਕਾਰਡ ਕੀਤੇ ਰੀਮਾਰਕਸ ਫਾਈਲ ਉਤੇ ਰਹਿਣਗੇ । ਪਰ ਉਹ ਇਕ ਦੂਜੇ ਨੂੰ ਓਵਰ ਰਾਈਡ (override) ਨਹੀਂ ਕਰਨਗੇ, ਅਰਥਾਤ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ ਦੇ ਐਡਵਰਸ ਰੀਮਾਰਕਸ ਦਾ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਦੇ ਰੀਮਾਰਕਸ ਤੇ ਕੋਈ ਅਸਰ ਨਹੀਂ ਹੋਵੇਗਾ ਅਤੇ ਇਸੇ ਤਰ੍ਹਾਂ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਦੀ ਲਿਖਤ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ ਦੀ ਟਿੱਪਣੀ ਨੂੰ ਘਟਾ ਵਧਾ ਨਹੀਂ ਸਕੇਗੀ ।

ਰਿਪੋਰਟ ਇਕੋ ਹੀ ਫਾਰਮ ਵਿੱਚ ਲਿਖੀ ਜਾਵੇਗੀ ਅਤੇ ਵੱਖ-ਵੱਖ ਅਫਸਰਾਂ ਦੇ ਖਾਨੇ (columns) ਵੱਖ-ਵੱਖ ਹੋਣਗੇ । ਦੂਜੇ ਸ਼ਬਦਾਂ ਵਿੱਚ ਰਿਪੋਰਟਾਂ ਲਿਖਣ ਦਾ ਚੈਨਲ ਇਕੋ ਹੀ ਰਖਦਿਆਂ ਹੋਇਆ (sequence) ਲੋੜ ਅਨੁਸਾਰ ਵੱਖ ਵੱਖ ਹੋਵੇਗਾ ।"

ਕਾਪੀ ਪੰਜਾਬ ਸਰਕਾਰ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 1724-ਸ II(3)-71, ਮਿਤੀ 8 ਜੂਨ, 1971
ਵਲੋਂ ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਵੱਲ ਸਾਰੇ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਆਦਿ ।

ਵਿਸ਼ਾ : ਚਿਤਾਵਨੀ ਅਰਥਾਤ ਵਾਰਨਿੰਗ ਦਾ ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਜਾਤੀ ਮਿਸਲਾਂ ਵਿਚ ਰੱਖਣ ਤੇ ਪਹਿਲਾਂ ਮਿਥੀ ਵਿਧੀ ਦੀ ਪਾਲਣਾ ਕਰਨ ਬਾਰੇ ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਆਪ ਨੂੰ ਸੰਬੰਧਤ ਕਰਦਿਆਂ ਮੈਨੂੰ ਇਹ ਲਿਖਣ ਦੀ ਆਗਿਆ ਹੋਈ ਹੈ ਕਿ ਭਾਵੇਂ ਕਿਸੇ ਕਸੂਰਵਾਰ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਦਿੱਤੀ ਚਿਤਾਵਨੀ (ਜ਼ਬਾਨੀ ਜਾਂ ਲਿਖਤੀ ਰੂਪ ਵਿਚ), ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਦੰਡ ਅਤੇ ਅਪੀਲ) ਨਿਯਮਾਵਲੀ, 1970 ਅਨੁਸਾਰ ਇਕ ਦੰਡ

ਨਹੀਂ ਗਿਣਿਆ ਜਾਂਦਾ, ਪਰ ਜਦੋਂ ਅਜਿਹੀ ਚਿਤਾਵਨੀ ਦੀ ਇਕ ਨਕਲ ਕਿਸੇ ਸਰਕਾਰੀ ਕਰਮਚਾਰੀ ਦੀ ਨਿੱਜੀ ਮਿਸਲ ਵਿਚ ਰੱਖੀ ਜਾਂਦੀ ਹੈ ਤਾਂ ਕਾਨੂੰਨੀ ਦ੍ਰਿਸ਼ਟੀ ਕੋਣ ਤੋਂ ਇਹ ਇਕ ਦੰਡ ਬਣ ਜਾਂਦਾ ਹੈ ਕਿਉਂਕਿ ਇਸ ਦਾ ਸਬੰਧਤ ਕਰਮਚਾਰੀ ਦੇ ਸੇਵਾ ਮਾਮਲਿਆਂ ਤੇ ਬੁਰਾ ਅਸਰ ਪੈ ਸਕਦਾ ਹੈ। ਇਸ ਲਈ ਅਜਿਹੀ ਚਿਤਾਵਨੀ ਸਬੰਧਤ ਕਰਮਚਾਰੀ ਦੀ ਜਾਤੀ ਮਿਸਲ ਵਿਚ ਰੱਖਣ ਤੇ ਪਹਿਲਾਂ ਇਹ ਸੰਵਿਧਾਨਕ ਤੌਰ ਤੇ ਜ਼ਰੂਰੀ ਸਮਝਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਉਸ ਨੂੰ ਆਪਣੀ ਸਥਿਤੀ ਸਪੱਸ਼ਟ ਕਰਨ ਦਾ ਯੋਗ ਮੌਕਾ ਦਿੱਤਾ ਜਾਵੇ।

Copy of U.O. Circular letter No. 3778-SII(1)-71/17239, dated 5th July, 1971, from the Chief Secretary to Government, Punjab to all the Administrative Secretaries to Government, Punjab.

Subject : Writing of Confidential Reports--Meticulous observance of Government instructions.

I am directed to invite your attention to consolidated instructions issued,--vide Punjab Government circular letter No. 2334-ASI-60/15708, dated the 3rd May, 1960, on the subject noted above, and to say that there has been a growing laxity in regard to writing of annual confidential reports for some time past. Allowing for difference of opinions genuinely held by different reporting/accepting authorities, it has been observed that the reports are generally very much on the liberal side. Quite often these contain non-committal remarks, with the result that the reports do not reflect a correct and objective assessment of the work and conduct of the Government employees. In this connection, your attention is invited to paragraphs 3 and 4 of the above noted circular letter, wherein guidelines have been laid down both with regard to the contents of the reports and the manner in which these should be written. It is *inter alia* stressed therein that :--

- (i) instead of multiplicity of columns in the A.C.Rs. a simple form (annexure 'C' thereto) on the aspects of satisfactory discharge of duties, ability, conscientiousness and hard-work and the degree of these qualities, control on the establishment under the Government employees concerned-capability of supervision, maintenance of punctuality and discipline, accessibility, proper dealing with the complaints, courtesy in behaviour, systematic and adequate touring (in the case of the touring officers), should be adopted;
- (ii) the report should bring out specific defects, if any, remediable or otherwise, occurrence of any particular incident depicting the officer to be good or bad, letters of appreciation, if any issued by the various authorities the major event of work or special contribution to a particular scheme and accomplishment of a special campaign should be taken into consideration while making assessment of the officer/official's work ;
- (iii) while minor defects may be pointed out verbally, those of persistent/perpetual nature, should be mentioned in reports indicating therein remedial defects during the year, so that the official concerned may make an effort to improve or remove the same ;

- (iv) while indicating defects, an overall and balanced judgment be made in the respective columns instead of clubbing all the defects in one column relating to defects, if any, which is particularly meant for indicating significant defects of general nature ;
- (v) an entry about pending enquiry in the confidential report should invariably be followed by the entry about the result of the enquiry ; and
- (vi) a mention about complaints without sifting the truth thereof ; should be avoided and the assessment be made on the basis of personal knowledge.

2. According to para 4 of the aforesaid letter the integrity of the Government employees, being of greatest importance, needs a special mention in the confidential reports. The reporting officer should give a definite, frank and the honest opinion on the integrity of their subordinates and the practice of making non-committal/ill-considered remarks in this regard should be discouraged. It was also stressed therein that the entries with regard to integrity should be forthright and realistic.

3. Attention is again invited to para 20 of the aforesaid letter wherein the need for writing confidential reports in a fair, impartial and objective manner was stressed. It is laid down therein that the officers recording confidential reports should realise the value and importance of such reports especially while making adverse remarks affecting the careers of the Government employees reported upon. While reporting/accepting authorities have the fullest freedom and the right to record their opinion about the work and conduct of their subordinates, but in doing so they are to be guided solely by the consideration of merit, justice and consistency. A confidential report should as such depict a true assessment about the work and conduct of the Government employees in an explicit and concise manner.

4. It is, therefore, requested that the necessity of writing confidential reports in a proper and impartial manner should be stressed again on all the reporting/accepting authorities and these instructions should be observed meticulously.

ਨੰ: 4514-ਸੇਵਾਵਾਂ 2(1)-71/30328

ਵਲੋ :

ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ ।

ਸੇਵਾ ਵਿਖੇ,

ਸਮੂਹ ਮੁੱਖ ਵਿਭਾਗੀ ਅਧਿਕਾਰੀ,
ਰਜਿਸਟਰਾਰ, ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈ ਕੋਰਟ,
ਕਮਿਸ਼ਨਰਜ਼, ਜਲੰਧਰ ਅਤੇ ਪਟਿਆਲਾ ਮੰਡਲ,
ਸਮੂਹ ਜ਼ਿਲ੍ਹਾ ਅਤੇ ਸੈਸ਼ਨਜ਼ ਜੱਜ,
ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਅਤੇ
ਉਪ-ਮੰਡਲ ਅਫਸਰ (ਸਿਵਲ), ਪੰਜਾਬ ।

ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ 19 ਨਵੰਬਰ, 1971

ਵਿਸ਼ਾ : ਵਾਰਸ਼ਿਕ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਵਿਚ ਰਿਪੋਰਟਿੰਗ ਅਧਿਕਾਰੀਆਂ ਵਲੋਂ ਰਿਕਾਰਡ ਕੀਤੇ ਗਏ ਪ੍ਰਤੀਕੂਲ ਕਥਨਾਂ ਸਬੰਧੀ ਪ੍ਰਤੀ-ਬੇਨਤੀਆਂ ਬਾਰੇ ।

ਸ਼੍ਰੀਮਾਨ ਜੀ,

ਮੈਨੂੰ ਆਗਿਆ ਹੋਈ ਹੈ ਕਿ ਆਪ ਦਾ ਧਿਆਨ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 2334-ਏ.ਐਸ.ਆਈ.-60/15708, ਮਿਤੀ 3 ਮਈ, 1960 ਦੇ ਪੈਰਾ 11 ਵੱਲ ਦਿਵਾਇਆ ਜਾਵੇ ਜਿਸ ਵਿਚ ਇਹ ਦੱਸਿਆ ਗਿਆ ਸੀ ਕਿ ਵਾਰਸ਼ਿਕ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਲਿਖਣ ਦਾ ਮੁੱਖ ਮੰਤਵ ਇਹ ਹੈ ਕਿ ਨਿਯੁਕਤੀ ਅਧਿਕਾਰੀ ਪਾਸ ਹਰ ਇਕ ਕਰਮਚਾਰੀ ਦਾ ਸਹੀ ਮੁੱਲ-ਅੰਕਣ ਤਿਆਰ ਹੋਵੇ ਤਾਂ ਜੋ ਉਸ ਨੂੰ ਤਰੱਕੀ ਦੇਣ ਸਮੇਂ ਜਾਂ ਵਧੇਰੇ ਜ਼ਿੰਮੇਵਾਰੀ ਜਾਂ ਉਚੇ ਪੱਧਰ ਦੀ ਆਸਾਮੀ ਦੇਣ ਲੱਗਿਆਂ ਉਸ ਕਰਮਚਾਰੀ ਦੇ ਕੰਮ ਅਤੇ ਆਚਰਣ ਦਾ ਅੰਦਾਜ਼ਾ ਲਾਇਆ ਜਾ ਸਕੇ ਕਿ ਉਹ ਅਜਿਹੀ ਜ਼ਿੰਮੇਵਾਰੀ ਕਿਥੋਂ ਤਕ ਨਿਭਾ ਸਕਦਾ ਹੈ । ਪ੍ਰਤੀਕੂਲ ਕਥਨ ਕਿਸੇ ਕਰਮਚਾਰੀ ਨੂੰ ਇਸ ਲਈ ਦੱਸੇ ਜਾਂਦੇ ਹਨ ਕਿ ਉਹ ਉਨ੍ਹਾਂ ਨੂੰ ਦੂਰ ਕਰਨ ਦਾ ਯਤਨ ਕਰੇ ।

2. ਵਰਤਮਾਨ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਆਮ ਤੌਰ ਤੇ ਪ੍ਰਤੀਕੂਲ ਕਥਨਾਂ ਸਬੰਧੀ ਕਿਸੇ ਕਰਮਚਾਰੀ ਨਾਲ ਵਾਦ-ਵਿਵਾਦ ਵਿਚ ਪੈਣ ਦੀ ਲੋੜ ਨਹੀਂ ਅਤੇ ਉਸ ਕਰਮਚਾਰੀ ਦੀ ਪ੍ਰਤੀ-ਬੇਨਤੀ ਉਨ੍ਹਾਂ ਹਾਲਾਤਾਂ ਵਿਚ ਵਿਚਾਰੀ ਜਾ ਸਕਦੀ ਹੈ ਜੇਕਰ ਪ੍ਰਤੀਕੂਲ ਕਥਨ ਗਲਤੀ ਜਾਂ ਮੰਦ-ਭਾਵਨਾ ਨਾਲ ਲਿਖੇ ਗਏ ਹੋਣ । ਪ੍ਰੰਤੂ ਅਜਿਹੀ ਪ੍ਰਤੀਕੂਲ ਟਿਪਣੀ ਨੂੰ ਖਾਰਜ ਕਰਨ ਸਬੰਧੀ ਪ੍ਰਤੀ-ਬੇਨਤੀ ਅਜਿਹਾ ਮੌਕਾ ਨਹੀਂ ਸਮਝਿਆ ਜਾ ਸਕਦਾ ਜਿਸ ਦਾ ਲਾਭ ਉਠਾ ਕੇ ਜਾਂ ਜਿਸ ਦੀ ਆੜ ਵਿਚ ਸਬੰਧਤ ਕਰਮਚਾਰੀ ਆਪਣੇ ਅਫਸਰ ਦੇ ਵਿਰੁਧ ਆਪਣੇ ਮਨ ਦਾ ਉਬਾਲ ਕੱਢੇ, ਜਿਸ ਨੇ ਅਜਿਹੇ ਕਥਨ ਰਿਪੋਰਟਾਂ ਵਿਚ ਲਿਖੇ ਹੁੰਦੇ ਹਨ । ਵੇਖਣ ਵਿਚ ਇਥੋਂ ਤਕ ਵੀ ਆਇਆ ਹੈ ਕਿ ਕਰਮਚਾਰੀ ਸਬੰਧਤ ਅਫਸਰਾਂ ਦੇ ਵਿਰੁਧ ਹੱਦ ਤੋਂ ਜ਼ਿਆਦਾ ਜਾਤੀ ਚਿੱਕੜ ਉਛਾਲਣ ਤੋਂ ਨਹੀਂ ਝਿਜਕਦੇ । ਇਸ ਵਿਚ ਕੋਈ ਸ਼ਕ ਨਹੀਂ ਕਿ ਸਬੰਧਤ ਕਰਮਚਾਰੀ ਨੂੰ ਆਪਣੀ ਸਫਾਈ ਪੇਸ਼ ਕਰਨ ਦਾ ਪੂਰਾ-ਪੂਰਾ ਹੱਕ ਹੈ, ਪਰ ਇਸ ਦਾ ਇਹ ਭਾਵ ਨਹੀਂ ਕਿ ਉਨ੍ਹਾਂ ਦੇ ਜੀ ਵਿਚ ਜੋ ਆਵੇ ਉਗਲ ਦੇਣ । ਸਬੰਧਤ ਅਫਸਰਾਂ ਵਿਰੁਧ ਚਿੱਕੜ ਉਛਾਲਣ ਦੀ ਰੁਚੀ ਨੂੰ ਰੋਕਣ ਲਈ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਰਾਹੀਂ ਸਾਰੇ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਮਸ਼ਵਰਾ ਦਿੱਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਉਹ ਪ੍ਰਤੀਕੂਲ ਕਥਨਾਂ ਨੂੰ ਖਾਰਜ ਕਰਾਉਣ ਲਈ ਪ੍ਰਤੀ-ਬੇਨਤੀਆਂ ਦੇਣ ਵੇਲੇ ਉਨ੍ਹਾਂ ਅਫਸਰਾਂ ਵਿਰੁਧ ਬੇਹੁਦਾ ਅਤੇ ਬੇ-ਬੁਨਿਆਦ ਦੋਸ਼ ਨਾ ਲਗਾਉਣ । ਜੇਕਰ ਕਿਸੇ ਕਰਮਚਾਰੀ ਨੂੰ ਆਪਣੇ ਕਿਸੇ ਅਫਸਰ ਵਿਰੁਧ ਸੱਚੀ ਸ਼ਿਕਾਇਤ ਹੈ ਤਾਂ ਉਚਿਤ ਤਾਂ ਇਹ ਹੈ ਕਿ ਉਹ ਵੱਖਰੇ ਤੌਰ ਤੇ ਛੇਤੀ ਤੋਂ ਛੇਤੀ ਯੋਗ ਪ੍ਰਣਾਲੀ ਰਾਹੀਂ ਆਪਣੀ ਸ਼ਿਕਾਇਤ ਭੇਜ ਦੇਵੇ ਤਾਂ ਜੋ ਉਸ ਉਤੇ ਸਾਧਾਰਨ ਪ੍ਰਣਾਲੀ ਹੇਠ ਯੋਗ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾ ਸਕੇ । ਇਸ ਲਈ ਜੇਕਰ ਕੋਈ ਕਰਮਚਾਰੀ ਅਜੇ ਤੋਂ ਆਪਣੀ ਪ੍ਰਤੀ-ਬੇਨਤੀ ਵਿਚ ਅਜਿਹੀਆਂ ਗੱਲਾਂ ਲਿਖੇਗਾ ਜਿਨ੍ਹਾਂ ਨੂੰ ਕਿ ਅਨੁਸ਼ਾਸਨਹੀਨਤਾ ਜਾਂ ਦੁਰਾਚਾਰ ਸਮਝਿਆ ਜਾ ਸਕਦਾ ਹੈ ਤਾਂ ਨਾ ਕੇਵਲ ਉਸ ਦੀ ਪ੍ਰਤੀ-ਬੇਨਤੀ ਸਰਸਰੀ ਤੌਰ ਤੇ ਰੱਦ ਕਰ ਦਿੱਤੀ ਜਾਵੇਗੀ ਬਲਕਿ ਉਸ ਦੇ ਵਿਰੁਧ ਪੰਜਾਬ ਸਰਕਾਰ ਕਰਮਚਾਰੀ ਆਚਰਣ ਨਿਯਮਾਵਲੀ, 1966 ਦੇ ਨਿਯਮ 3(iii) ਦੀ ਉਲੰਘਣਾ ਦੇ ਸਬੰਧ ਵਿਚ ਪ੍ਰਸ਼ਾਸਕੀ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾ ਸਕੇਗੀ । ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਨੂੰ ਅਮਲ ਵਿਚ ਲਿਆਇਆ ਜਾਵੇ ।

3. ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ ।

ਵਿਸ਼ਵਾਸ ਪਾਤਰ,

ਆਰ.ਪੀ. ਓੜਾ,

ਸੰਯੁਕਤ ਸਕੱਤਰ ਸੇਵਾਵਾਂ ਅਤੇ ਰਾਜਨੀਤਿਕ,
ਵਾਸਤੇ ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ ।

ਉਤਾਰਾ ਸੂਚਨਾ ਅਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿਤ :--

- (1) ਸਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ; ਅਤੇ
- (2) ਸਮੂਹ ਪ੍ਰਸ਼ਾਸਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ;
ਨੂੰ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

ਮ.ਸ. ਸੋਢੀ,

ਸੈਕਸ਼ਨ ਅਫਸਰ, ਸੇਵਾਵਾਂ 2,
ਵਾਸਤੇ ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।

ਸੇਵਾ ਵਿਖੇ

- (1) ਸਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ।
- (2) ਸਮੂਹ ਪ੍ਰਸ਼ਾਸਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ।

ਗੈ.ਸ. ਨੰ: 4514-ਸੇਵਾਵਾਂ 2(1)-71, ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ 19 ਨਵੰਬਰ, 1971

ਕਾਪੀ ਨੰ: 4408-ਸ ॥(1)-72/27670, ਮਿਤੀ 20 ਅਕਤੂਬਰ, 1972 ਵੱਲੋਂ ਮੁੱਖ
ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ ਸੇਵਾ ਵਿਖੇ ਸਮੂਹ ਮੁੱਖ ਵਿਭਾਗ ਅਧਿਕਾਰੀ ਆਦਿ।

ਵਿਸ਼ਾ : ਵਾਰਸਿਕ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਵਿਚ ਰਿਕਾਰਡ ਕੀਤੇ ਗਏ ਪ੍ਰਤੀਕੂਲ ਕਥਨਾਂ ਸਬੰਧੀ ਪ੍ਰਤਿ-
ਬੇਨਤੀਆਂ ਬਾਰੇ।

ਮੈਨੂੰ ਆਗਿਆ ਹੋਈ ਹੈ ਕਿ ਆਪ ਦਾ ਧਿਆਨ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਗਸ਼ਤੀ ਪੱਤਰ
ਨੰ: 2334-ਏ.ਐਸ.ਆਈ. 60/15708, ਮਿਤੀ 3 ਮਈ, 1960 ਦੇ ਪੈਰਾ 11 ਅਤੇ ਪੈਰਾ
12 ਵੱਲ ਦਵਾਇਆ ਜਾਵੇ ਜਿਨ੍ਹਾਂ ਅਨੁਸਾਰ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਵਿਚ ਪ੍ਰਤੀਕੂਲ ਕਥਨਾਂ ਨੂੰ ਖਾਰਜ
ਕਰਨ ਬਾਰੇ ਕਰਮਚਾਰੀ 3 ਮਹੀਨੇ ਦੇ ਸਮੇਂ ਦੇ ਅੰਦਰ ਪ੍ਰਤੀਬੇਨਤੀ ਦੇ ਸਕਦਾ ਹੈ। ਅਜਿਹੀਆਂ
ਪ੍ਰਤੀਬੇਨਤੀਆਂ ਦੇ ਅੰਤਮ ਹੁਕਮ ਤੋਂ ਪਹਿਲਾਂ ਰਿਪੋਰਟ ਕਰਨ ਵਾਲੇ ਅਧਿਕਾਰੀਆਂ ਤੋਂ ਟਿਪਣੀ ਮੰਗੀ
ਜਾਂਦੀ ਹੈ। ਵੇਖਣ ਵਿਚ ਆਇਆ ਹੈ ਕਿ ਅਜਿਹੀਆਂ ਪ੍ਰਤੀਬੇਨਤੀਆਂ ਦੇ ਨਿਪਟਾਰੇ ਲਈ ਸਮੇਂ ਦੀ
ਕੋਈ ਹੱਦ ਨਾ ਮਿਥੀ ਹੋਣ ਕਾਰਨ ਰਿਪੋਰਟ ਕਰਨ ਵਾਲੇ ਅਧਿਕਾਰੀ ਸਮੇਂ ਸਿਰ ਆਪਣੀ ਟਿਪਣੀ
ਨਹੀਂ ਭੇਜਦੇ ਅਤੇ ਇਸ ਤਰ੍ਹਾਂ ਅਜਿਹੇ ਮਾਮਲੇ ਯੋਗ ਸਮੇਂ ਅੰਦਰ ਨਹੀਂ ਨਜ਼ਿਰੇ ਜਾਂਦੇ। ਜਿਸ ਦੇ
ਫਲਸਰੂਪ ਕਈ ਹੋਰ ਸਬੰਧਤ ਮਾਮਲਿਆਂ ਅਰਥਾਤ ਤਰੱਕੀ, ਨਿਪੁੰਨਤਾ, ਰੋਕ ਪਾਰ ਕਰਨ ਅਤੇ
ਡੈਪੂਟੇਸ਼ਨ ਆਦਿ ਜਿਨ੍ਹਾਂ ਦੇ ਫੈਸਲੇ ਦਾ ਨਿਰਭਰ ਸਾਲਾਨਾ ਰਿਪੋਰਟਾਂ ਤੇ ਹੁੰਦਾ ਹੈ, ਦੇ ਨਿਪਟਾਰੇ
ਵਿਚ ਬਹੁਤ ਦੇਰ ਹੋ ਜਾਂਦੀ ਹੈ। ਇਸ ਤੋਂ ਇਲਾਵਾ ਅਧਿਕਾਰੀਆਂ ਵੱਲੋਂ ਸਮੇਂ ਸਿਰ ਟਿਪਣੀ ਦੇ
ਨਾ ਆਉਣ ਕਾਰਨ ਪ੍ਰਤੀਕੂਲ ਕਥਨ ਰਿਪੋਰਟ ਵਿਚ ਅੰਕਤ ਕਰਨ ਦਾ ਮਨੋਰਥ ਪੂਰਾ ਨਹੀਂ ਹੁੰਦਾ
ਕਿਉਂਕਿ ਪਿਛਲੇ ਸਾਲ ਦੇ ਕੇਸ ਨਜ਼ਿਰੇ ਜਾਣ ਤੋਂ ਪਹਿਲਾਂ ਹੀ ਅਗਲੇ ਸਾਲ ਦੀ ਰਿਪੋਰਟ ਵੀ ਲਿਖੀ
ਜਾਂਦੀ ਹੈ। ਇਸ ਲੰਬੇ ਸਮੇਂ ਅੰਦਰ ਸਬੰਧਤ ਕਰਮਚਾਰੀ ਦੇ ਮੰਨ ਵਿਚ ਚਿੰਤਤ ਸਥਿਤੀ ਵੀ
ਰਹਿੰਦੀ ਹੈ ਜਿਹੜੀ ਪ੍ਰਬੰਧਕੀ ਤੌਰ ਤੇ ਉਚਿਤ ਨਹੀਂ। ਇਨ੍ਹਾਂ ਸਾਰੀਆਂ ਗੱਲਾਂ ਨੂੰ ਮੁੱਖ ਰਖਦਿਆਂ
ਇਹ ਫੈਸਲਾ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ ਅੱਗੇ ਤੋਂ ਪ੍ਰਤੀਕੂਲ ਕਥਨਾਂ ਸਬੰਧੀ ਪ੍ਰਤੀਬੇਨਤੀਆਂ ਤੇ ਅੰਤਮ
ਫੈਸਲਾ 3 ਮਹੀਨੇ ਦੇ ਸਮੇਂ ਦੇ ਅੰਦਰ-ਅੰਦਰ ਕਰ ਦਿੱਤਾ ਜਾਵੇ ਅਤੇ ਇਸ ਮਿਥੇ ਸਮੇਂ ਦੀ ਆਮ
ਤੌਰ ਤੇ ਠੀਕ-ਠੀਕ ਪਾਲਨਾ ਕੀਤੀ ਜਾਵੇ।

Extract of Para 5 of P.G.U.O. Circular No. 5072-2SII-76, dated 8th July, 1976, regarding adverse remarks.

No. 4408-SII(1)-72/27670, dated 20th October, 1972.

5. The representations against adverse remarks communicated to the employees, if made are required to be disposed of finally within a period of three months from the date of its submission. This time limit was fixed keeping in view the fact that the Government employee concerned does not remain in suspense as to the fate of his representation. Delay in deciding such representation also causes repercussion on the cases of promotion, crossing of efficiency bar etc. of the employees concerned.

Copy of Punjab Government Circular letter No. 6696-SII(1)-73/573, dated the 24th January, 1974, from the Chief Secretary to Government, Punjab to all Heads of Departments, etc., etc.

Subject : Placing a copy of the simple warning on the personal file.

In continuation of the Punjab Government circular letter No. 1724-SII(3)-71, dated the 8th June, 1971 on the subject noted above. I am directed to clarify that a copy of the simple warning, when placed on the Personal file of the Government employee would amount to censure and would accordingly require the procedure prescribed in the Punishment and Appeal Rules, 1970, to be followed. In view of this position a copy of the simple warning should not be placed on the personal file of a Government employee unless the prescribed procedure for punishment is followed.

Copy of Punjab Government Circular letter No. 8617-SII(1)73, dated the 27th March, 1974, from the Chief Secretary to Government, Punjab, to all Heads of Departments etc., etc.

Subject : Writing of annual confidential reports--recording of remarks about Small Savings work by the reporting officers.

I am directed to invite your attention to the Punjab Government circular letter No. 5582-ASI-64/24104, dated the 15th July, 1964,--vide which it was provided that Commissioners of Divisions/Deputy Commissioners will record remarks on the work of all the Divisional Officers of various Departments with regard to implementation of development schemes and policy of the Government. It was further laid down therein that to enable the Commissioners to express proper opinion the Divisional Officers should see the Commissioners of their Divisions as and when they find it feasible and convenient but at least once in six months.

2. It is felt that the Small Savings movement forms one of the essential and basic source of funds for development schemes and welfare policies of the Government. Thus the achievements of the development schemes are dependent upon the success of the Small Savings movement. District Officers who have to raise funds on voluntary basis, by mobilizing public opinion, by persuasion and all other laudable methods, play an important part to give fillip to the development schemes.

3. Although the momentum for the schemes should spontaneously come from the officers concerned in the national interest, yet it is felt that recognition of the performance of

officers by the Government would further help in more enthusiastic efforts for mobilising Small Savings.

4. Accordingly, Government have decided that performance in the field of Small Saving Schemes, like performance in the field of developmental schemes, should also be kept in view while recording the Annual Confidential Reports of the Officers concerned. The Deputy Commissioners of the respective Districts who allocate targets of Small Savings to various officers should, therefore keep in view the local conditions of the area and other allied factors at the time of recording their remarks on the performance of the officers concerned.

As regards the performance of the Deputy Commissioners, the Commissioners of Divisions may kindly keep in view the achievements of various districts in the same manner while recording remarks in the Annual Confidential Reports of the Deputy Commissioners concerned.

5. Kindly acknowledge receipt of this letter.

Copy of Punjab Government Circular letter No. 4225-2SII-74/21500, dated the 15th July, 1974 from the Chief Secretary to Government Punjab to all Heads of Departments etc., etc.

Subject : Writing of Annual Confidential Reports--Recording of remarks by the Reporting Authority/Reviewing Authority--Avoiding of delay.

I am directed to address you on the subject noted above and to invite your attention to the following extracts from the instructions contained in Punjab Government Circular letter No. 2334-ASI-60/15708, dated the 3rd May, 1960 :

"Para 2: It is essential that all officers write their reports in the personal files of their subordinates regularly and punctually. Not only should every official whether gazetted or non-gazetted, possess a personal file or character roll, but it should be kept up-to-date and not allowed to remain without remarks for over a period of 12 months, otherwise its utility as a confidential record disappears.

* * * *

In some cases, confidential reports are written twice a year and in other once a year. Whatever the frequency laid down, it is necessary that this should be adhered to rigidly and the reports recorded on or by the due dates. A certificate should be furnished by all Heads of Departments to the Administrative Secretaries concerned within one month to show that all confidential reports have been recorded in their respective departments by the due date.

*Note:--The confidential reports should be recorded without delay. Further, in the event of heavy delay occurring in isolated cases, it should be possible for the higher authorities to discount to the extent necessary such reports as had been written after a lapse of a very long period and as were attended with suspicious

Inserted,--
vide P.G.
No. 126-ASI-
64/2379,
dated 17th
January,
1964.

features on one ground or another. The assessment of the record as a whole of the officer concerned would thus not be affected unduly by such a report."

As amended,
--vide
P.G. No. 59-
ASI-62/5649,
dated 17th
February,
1962.

@ "Para 8 :--Recording of remarks on the occasion of relinquishment of charge by Reporting Authority : (i) An officer may, if he had not done so previously within six months, record remarks for the confidential files of officers subordinate to him within six months of his relinquishing the charge of his post.

(ii) In consequence of change of portfolios, a Minister or a Deputy Minister or the Chief Parliamentary Secretary may also, if he had not done so previously within six months, record remarks for the confidential files of officers subordinate to him within six months of his relinquishing the charge of his previous portfolio."

2. The above policy was laid down, inter alia on the following grounds :--

- (a) There should be no undue delay in writing of the reports;
- (b) Delay in writing of reports especially by the officers relinquishing charge of the post is not administratively desirable because by the passage of time, the assessment becomes unrealistic;
- (c) The possibility of the reports being biased on account of delay in writing can also not be ruled out; and
- (d) If representation against adverse remarks so recorded at later stage comes, the officer concerned will not be in a position to give proper appreciation to the basis of remarks.

3. It has been observed by Government that the above instructions are not complied with in letter and spirit with the result that confidential reports on the work of officials/officers continue to be recorded very late. In some cases the reporting/reviewing authorities have recorded their remarks even long after 6 months of relinquishing the charge, in violation of the instructions referred to above. The cases involving the consideration of the latest report for deciding several matters such as crossing of efficiency bar, grant of annual increment etc., have to be kept pending. Delay in recording the reports also creates an atmosphere which is not conducive to the efficient working of the Government.

4. Government view this tendency of late-recording/non-recording of confidential reports on the part of the various reporting authorities with concern. Government, therefore, desire that you should ensure strict compliance of the Government instructions. Where unreasonable and unjustified delay takes place and the Government policy is infringed, responsibility may be fixed so as to take suitable disciplinary action where warranted.

5. The receipt of this letter may also be acknowledged.

ਕਾਪੀ ਔਧ ਸਰਕਾਰੀ ਪੱਤਰ ਨੰ: 5637-2ਸ.11-74, ਮਿਤੀ 29 ਜੁਲਾਈ, 1974 ਵਲੋਂ
ਅਧੀਨ ਸਕੱਤਰ ਸੇਵਾਵਾਂ, ਵੱਲ ਸਮੂਹ ਵਿਤੀ ਕਮਿਸ਼ਨਰ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਆਦਿ।

ਵਿਸ਼ਾ : ਵਾਰਸ਼ਿਕ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਬਾਰੇ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਹਾਸੀਏ ਵਿੱਚ ਦਿੱਤੇ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਗਸ਼ਤੀ ਪੱਤਰ ਦੇ ਵਿੱਚ ਨੰ: 4225-2ਸ
ਦਰਜ ਹਦਾਇਤਾਂ ਦੇ ਹਵਾਲੇ ਵਿੱਚ। II-74/21500,
ਮਿਤੀ 15-7-74

2. ਉਪਰੋਕਤ ਹਦਾਇਤਾਂ ਰਾਹੀਂ ਸਪਸ਼ਟ ਕੀਤੀ ਸਰਕਾਰ ਦੀ ਨੀਤੀ ਦੀ ਸਹੀ ਅਤੇ ਸਮੇਂ ਸਿਰ ਪਾਲਣਾ ਸਬੰਧੀ ਅਨੁਗਾਹਿਲੀ ਦੀ ਪਿਛੋਕੜ ਵਿੱਚ ਮੁੱਖ ਮੰਤਰੀ ਜੀ ਨੇ ਆਦੇਸ਼ ਦਿੱਤਾ ਹੈ ਕਿ ਹਰ ਸਾਲ 31 ਮਾਰਚ ਤੋਂ ਬਾਅਦ ਇਕ ਮਹੀਨੇ ਦੇ ਅੰਦਰ ਅੰਦਰ ਸਾਰੇ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਰਿਪੋਰਟਾਂ ਲਿਖੀਆਂ ਜਾਣੀਆਂ ਕਰਨ ਅਤੇ ਜਿਸ ਮਹਿਕਮੇ ਦੀ ਢਿੱਲ ਹੋਵੇ ਉਸ ਬਾਰੇ ਅਪ੍ਰੈਲ ਦੇ ਅੰਤ ਤੋਂ ਤੁਰੰਤ ਬਾਅਦ ਉਨ੍ਹਾਂ ਨੂੰ ਜਾਣੂ ਕਰਾਇਆ ਜਾਇਆ ਕਰੇ।

ਜਿੱਥੇ ਤੱਕ ਉਪਰੋਕਤ ਆਦੇਸ਼ ਦੀ 1973-74 ਅਤੇ ਪਹਿਲਾਂ ਦੀਆਂ ਰਿਪੋਰਟਾਂ ਸਬੰਧੀ ਪਾਲਣਾ ਦਾ ਪ੍ਰਸ਼ਨ ਹੈ ਮੁੱਖ ਮੰਤਰੀ ਜੀ ਨੂੰ 10 ਅਗਸਤ, 1974 ਤਕ ਇਹ ਰਿਪੋਰਟ ਭੇਜੀ ਜਾਣੀ ਹੈ ਕਿ ਕੀ ਰਿਪੋਰਟ ਲਿਖਵਾ ਲਈਆਂ ਗਈਆਂ ਹਨ ਕਿ ਨਹੀਂ।

3. ਉਪਰੋਕਤ ਅਨੁਸਾਰ ਮੈਂ ਆਪ ਜੀ ਨੂੰ ਬੇਨਤੀ ਕਰਦਾ ਹਾਂ ਕਿ :--

- (1) ਸਰਕਾਰ ਦੀ ਮੁੱਖ ਨੀਤੀ ਅਤੇ ਮੁੱਖ ਮੰਤਰੀ ਜੀ ਦੇ ਆਦੇਸ਼, ਕਿ ਹਰ ਸਾਲ ਅਪ੍ਰੈਲ ਮਹੀਨੇ ਦੇ ਅੰਦਰ ਅੰਦਰ ਰਿਪੋਰਟਾਂ ਲਿਖਣ ਦੇ ਕੰਮ ਨੂੰ ਮੁਕੰਮਲ ਕੀਤਾ ਜਾਇਆ ਕਰੇ ਅਤੇ ਉਸ ਤੋਂ ਤੁਰੰਤ ਬਾਅਦ ਮੁੱਖ ਮੰਤਰੀ ਜੀ ਨੂੰ ਸੂਚਿਤ ਕੀਤਾ ਜਾਵੇ, ਦੀ ਇਨ ਬਿਨ ਤੇ ਧਿਆਨ ਨਾਲ ਪਾਲਣਾ ਕਰਵਾਈ ਜਾਵੇ; ਅਤੇ
- (2) ਸਾਲ 1973-74 ਅਤੇ ਪਹਿਲਾਂ ਦੀਆਂ ਰਿਪੋਰਟਾਂ ਬਾਰੇ ਸੇਵਾਵਾਂ ਵਿਭਾਗ ਨੂੰ 8 ਅਗਸਤ, 1974 ਤਕ ਰਿਪੋਰਟ ਭੇਜੀ ਜਾਵੇ ਅਰਥਾਤ ਆਪ ਜੀ ਵੱਲੋਂ ਆਪ ਅਧੀਨ ਸਮੂਹ ਅਮਲੇ ਸਬੰਧੀ ਸਾਰੇ ਵਿਭਾਗਾਂ ਬਾਰੇ ਕਨਸੋਲੀਡੇਟਿਡ ਰੂਪ ਵਿੱਚ ਸਰਟੀਫੀਕੇਟ ਦਿੱਤਾ ਜਾਵੇ ਕਿ ਰਿਪੋਰਟਾਂ ਲਿਖੀਆਂ ਜਾ ਚੁਕੀਆਂ ਹਨ। ਜਿਨ੍ਹਾਂ ਵਿਭਾਗਾਂ ਵੱਲੋਂ ਅਜਿਹੀ ਕਾਰਵਾਈ ਪੂਰੀ ਨਹੀਂ ਕੀਤੀ ਗਈ ਹੋਵੇ ਉਨ੍ਹਾਂ ਬਾਰੇ ਢਿੱਲ ਦੇ ਕਾਰਨ ਦਸਦੇ ਹੋਏ ਇਕ ਸੂਚੀ ਭੇਜੀ ਜਾਵੇ।

ਕਾਪੀ ਪੰਜਾਬ ਸਰਕਾਰ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 267-2ਸ.11-75/9435, ਮਿਤੀ 24 ਮਾਰਚ, 1975 ਵਲੋਂ ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਵੱਲ ਸਾਰੇ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਆਦਿ।

ਵਿਸ਼ਾ : ਚਿਤਾਵਨੀ ਅਰਥਾਤ ਤਾੜਨਾ ਦਾ ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਆਚਰਨ ਪੱਤਰੀਆਂ ਵਿੱਚ ਰੱਖਣ ਬਾਰੇ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਮੈਨੂੰ ਆਪ ਦਾ ਧਿਆਨ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 1724-ਸ.11(3)-71, ਮਿਤੀ 8 ਜੂਨ, 1971, ਵੱਲ ਦਿਵਾਉਣ ਦੀ ਆਗਿਆ ਹੋਈ ਹੈ ਜਿਸ ਰਾਹੀਂ ਇਹ ਸਪਸ਼ਟ ਕੀਤਾ ਗਿਆ ਸੀ ਕਿ :

"ਕਿਸੇ ਕਸੂਰਵਾਰ ਕਰਮਚਾਰੀ ਨੂੰ ਦਿਤੀ ਚਿਤਾਵਨੀ (ਜ਼ਬਾਨੀ ਜਾਂ ਲਿਖਤੀ ਰੂਪ ਵਿੱਚ), ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਦੰਡ ਅਤੇ ਅਪੀਲ) ਨਿਯਮਾਵਲੀ, 1970, ਅਨੁਸਾਰ ਇਕ ਦੰਡ ਨਹੀਂ ਗਿਣਿਆ ਜਾਂਦਾ ਪਰ ਜਦੋਂ ਅਜਿਹੀ ਚਿਤਾਵਨੀ ਦੀ

ਇਕ ਨਕਲ ਕਿਸੇ ਸਰਕਾਰੀ ਕਰਮਚਾਰੀ ਦੀ ਨਿੱਜੀ ਫਾਈਲ ਵਿਚ ਨੱਥੀ ਜਾਂਦੀ ਹੈ ਤਾਂ ਕਾਨੂੰਨੀ ਦ੍ਰਿਸ਼ਟੀਕੋਣ ਤੋਂ ਇਹ ਇਕ ਦੰਡ ਬਣ ਜਾਂਦਾ ਹੈ ਕਿਉਂਕਿ ਇਸ ਦਾ ਸਬੰਧਤ ਕਰਮਚਾਰੀ ਦੇ ਸੇਵਾ ਮਾਮਲਿਆਂ ਤੇ ਬੁਰਾ ਅਸਰ ਪੈ ਸਕਦਾ ਹੈ। ਇਸ ਲਈ ਅਜਿਹੇ ਚਿਤਾਵਨੀ ਸਬੰਧਤ ਕਰਮਚਾਰੀ ਦੀ ਜਾਤੀ ਮਿਸਲ ਵਿਚ ਰਖਣ ਤੋਂ ਪਹਿਲਾਂ ਇਹ ਸੰਵਿਧਾਨਿਕ ਤੌਰ ਤੇ ਜ਼ਰੂਰੀ ਸਮਝਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਉਸ ਨੂੰ ਆਪਣੀ ਸਥਿਤੀ ਸਪਸ਼ਟ ਕਰਨ ਦਾ ਯੋਗ ਮੌਕਾ ਦਿੱਤਾ ਜਾਵੇ।

2. ਇਸ ਸਬੰਧ ਵਿਚ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਗ਼ਸਤੀ ਪੱਤਰ ਨੰ: 6696-ਸਾ॥(1)-73/573, ਮਿਤੀ 24 ਜਨਵਰੀ, 1974 ਰਾਹੀਂ ਇਹ ਸਪਸ਼ਟੀਕਰਨ ਦਿੱਤਾ ਗਿਆ ਸੀ ਕਿ ਜਦੋਂ ਸਾਧਾਰਨ ਤਾੜਨਾ ਕਿਸੇ ਕਰਮਚਾਰੀ ਦੀ ਜਾਤੀ ਮਿਸਲ ਤੇ ਰੱਖੀ ਜਾਂਦੀ ਹੈ ਤਾਂ ਉਸ ਦਾ ਭਾਵ ਉਸ ਨੂੰ ਸੈਨਸ਼ੇਅਰ (censure) ਕਰਨਾ ਹੁੰਦਾ ਹੈ ਅਤੇ ਇਸ ਲਈ ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਦੰਡ ਅਤੇ ਅਪੀਲ) ਰੁਲਜ਼, 1970 ਵਿਚ ਨਿਰਧਾਰਤ ਵਿਧੀ ਦੀ ਪਾਲਣਾ ਕਰਨੀ ਚਾਹੀਦੀ ਹੈ। ਇਸ ਮਾਮਲੇ ਨੂੰ ਕਾਨੂੰਨੀ ਦ੍ਰਿਸ਼ਟੀ ਕੋਣ ਤੋਂ ਫਿਰ ਵਿਚਾਰਿਆ ਗਿਆ ਹੈ। ਇਸ ਸਬੰਧੀ ਕਾਨੂੰਨੀ ਸਲਾਹ ਇਸ ਪ੍ਰਕਾਰ ਹੈ :--

"It cannot be said that every warning placed on the personal file amounts to censure. A distinction will have to be drawn between the warning issued on account of any general lapse on the part of a Government employee and a warning issued as a result of the employee being held guilty of misconduct. The correct view would be that a warning with a copy on personal file will become censure only when it is issued as a result of disciplinary action by the disciplinary authority under the Punishment and Appeal Rules holding the employee concerned guilty of misconduct. Therefore, it is not necessary to observe the procedure laid down in the Punishment and Appeal Rules in every case where a warning is to be administered."

3. ਉਪਰੋਕਤ ਅਨੁਸਾਰ ਸੰਖਿਪਤ ਵਿਚ ਸਥਿਤੀ ਇਸ ਪਰਕਾਰ ਬਣਦੀ ਹੈ ਕਿ--

- (ੳ) ਜਦੋਂ ਕਿਸੇ ਕਰਮਚਾਰੀ ਨੂੰ ਮੌਖਿਕ ਤੌਰ ਤੇ ਜਾਂ ਲਿਖਤੀ ਰੂਪ ਵਿਚ, ਪਰ ਜਾਤੀ ਮਿਸਲ ਤੇ ਰਖੇ ਬਿਨਾਂ, ਤਾੜਨਾ ਦੇਣੀ ਹੋਵੇ ਤਾਂ ਇਸ ਲਈ ਪਹਿਲਾਂ ਤੋਂ ਕੋਈ ਮੌਕਾ ਦੇਣਾ ਕਾਨੂੰਨੀ ਤੌਰ ਤੇ ਜ਼ਰੂਰੀ ਨਹੀਂ ;
- (ਅ) ਜਦੋਂ ਕਿਸੇ ਕਰਮਚਾਰੀ ਨੂੰ ਜਨਰਲ 'ਲੈਪਸ' ਦੇ ਕਾਰਨ ਤਾੜਨਾ ਦਿੰਦੇ ਹੋਏ ਉਸ ਦੀ ਇਕ ਨਕਲ ਜਾਤੀ ਮਿਸਲ ਤੇ ਰੱਖੀ ਜਾਵੇ ਤਾਂ ਉਸ ਨੂੰ ਉਪਰੋਕਤ ਹਵਾਲੇ ਵਾਲੀਆਂ 8 ਜੂਨ, 1971 ਦੀਆਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਕੇਵਲ ਪਹਿਲਾਂ ਤੋਂ ਆਪਣਾ ਸਪਸ਼ਟੀਕਰਨ ਦੇਣ ਲਈ ਮੌਕਾ ਦੇਣਾ (prior opportunity of explanation) ਜ਼ਰੂਰੀ ਹੈ, ਕਿਉਂ ਜੋ ਉਸ ਦੀ ਜਾਤੀ ਮਿਸਲ ਤੇ ਰੱਖੀ ਗਈ ਤਾੜਨਾ ਦੇ ਫਲ ਸਰੂਪ ਉਸ ਤੇ ਇਕ ਧੱਬਾ ਆਵੇਗਾ ਪਰ ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਦੰਡ ਤੇ ਅਪੀਲ) ਨਿਯਮ, 1970 ਵਿਚ ਮਿਥੀ ਵਿਧੀ ਦੀ ਪਾਲਣਾ ਦੀ ਲੋੜ ਨਹੀਂ ;
- (ੲ) ਜਦੋਂ ਕਿਸੇ ਕਰਮਚਾਰੀ ਨੂੰ ਮਿਸਕੰਡਕਟ ਦੇ ਆਧਾਰ ਤੇ ਦੋਸ਼ੀ ਪਾ ਕੇ ਉਸ ਨੂੰ ਕੇਵਲ ਤਾੜਨਾ ਦੇਣ ਦਾ ਪ੍ਰਸਤਾਵ ਹੋਵੇ ਅਤੇ ਅਜਿਹੀ ਤਾੜਨਾ ਦੀ ਨਕਲ ਉਸ ਦੀ ਮਿਸਲ ਤੇ ਰੱਖਣ ਦਾ ਫੈਸਲਾ ਕੀਤਾ ਜਾਵੇ ਤਾਂ ਉਪਰੋਕਤ ਪੈਰਾ 2 ਵਿਚ ਦਿੱਤੇ

ਸਪਸ਼ਟੀਕਰਨ ਅਨੁਸਾਰ ਇਹ ਇਕ ਸੈਨਸ਼ੋਅਰ ਦੀ ਸਜ਼ਾ ਹੋਵੇਗੀ, ਜਿਸ ਲਈ ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਦੰਡ ਤੇ ਅਪੀਲ) ਨਿਯਮ, 1970 ਵਿਚ ਮਿੱਥੀ ਵਿਧੀ ਦੀ ਪਾਲਣਾ ਕਰਨੀ ਜ਼ਰੂਰੀ ਹੋਵੇਗੀ। ਪਰੰਤੂ ਕਿਸੇ ਕਾਨੂੰਨੀ ਜਾਂ ਪ੍ਰਬੰਧਕੀ ਭੁਲੇਖੇ ਤੋਂ ਬਚਣ ਲਈ ਇਹ ਨੀਕ ਹੋਵੇਗਾ ਕਿ ਅਜਿਹੀ ਤਾੜਨਾ ਦਾ ਨਾਮ 'ਸੈਨਸ਼ੋਅਰ' ਹੀ ਦੇ ਦਿੱਤਾ ਜਾਵੇ। ਭਾਵ ਇਹ ਕਿ ਮਿਸਕੰਡਕਟ ਦੇ ਫਲਸਰੂਪ ਨਿਯਮਾਂ ਵਿਚ ਦਰਜ minor penalty ਵਿਚੋਂ ਸਭ ਤੋਂ ਪਹਿਲੀ penalty ('ਸੈਨਸ਼ੋਅਰ' ਦੇ ਦਿੱਤੀ ਜਾਵੇ।

4. ਇਹ ਹਦਾਇਤ ਸਮੂਹ ਸਬੰਧਤ ਕਰਮਚਾਰੀਆਂ ਦੇ ਧਿਆਨ ਵਿਚ ਲਿਆ ਦਿੱਤੀਆਂ ਜਾਣ ਤਾਂ ਜੋ ਇਸ ਮਾਮਲੇ ਸਬੰਧੀ ਕੋਈ ਕਾਨੂੰਨੀ ਉਲਝਣ ਉਤਪੰਨ ਨਾ ਹੋਵੇ।

5. ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।

ਕਾਪੀ ਅ.ਸ.ਪ. ਨੰ: 2172-2ਸ||-75/15598, ਮਿਤੀ 28 ਅਪ੍ਰੈਲ, 1975 ਵਲੋਂ ਸ਼੍ਰੀ ਰਾਜਨ ਕਸ਼ਿਯਪ, ਆਈ.ਏ.ਐਸ., ਸਯੁਕਤ ਸਕੱਤਰ, ਸੇਵਾਵਾਂ ਤੇ ਰਾਜਨੀਤਿਕ ਵੱਲ ਸਮੂਹ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ ਅਤੇ ਇਕ ਕਾਪੀ ਸਾਰੇ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਆਦਿ ਨੂੰ।

ਵਿਸ਼ਾ : ਵਾਰਸ਼ਿਕ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਨੂੰ ਛੇਤੀ ਲਿਖਣ ਬਾਰੇ।

ਕਿਰਪਾ ਕਰਕੇ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਹਾਸ਼ੀਏ ਵਿਚ ਦਿੱਤੇ ਔਧ ਸਰਕਾਰੀ ਪੱਤਰਾਂ ਵੱਲ 1. ਅ.ਸ.ਨੰ: 5637-2ਸ||-74, ਮਿਤੀ 20-7-74

2. ਮੁੱਖ ਮੰਤਰੀ ਜੀ ਦੇ ਆਦੇਸ਼ ਅਨੁਸਾਰ ਆਪ ਜੀ ਨੂੰ ਇਹ ਲਿਖਿਆ ਗਿਆ ਸੀ ਕਿ :-- 2. ਨੰ: 5637-2ਸ||-74, ਮਿਤੀ 9-8-74

(1) ਹਰ ਸਾਲ ਅਪ੍ਰੈਲ ਮਹੀਨੇ ਦੇ ਅੰਦਰ ਅੰਦਰ ਰਿਪੋਰਟਾਂ ਲਿਖਣ ਦੇ ਕੰਮ ਨੂੰ ਮੁਕੰਮਲ ਕੀਤਾ ਜਾਇਆ ਕਰੇ ਅਤੇ ਉਸ ਤੋਂ ਤੁਰੰਤ ਬਾਅਦ ਮੁੱਖ ਮੰਤਰੀ ਜੀ ਨੂੰ ਸੂਚਿਤ ਕੀਤਾ ਜਾਵੇ; ਅਤੇ 3. ਨੰ: 6710-2ਸ||-74, ਮਿਤੀ 3-9-74

(2) ਸਾਲ 1973-74 ਅਤੇ ਪਹਿਲਾਂ ਦੀਆਂ ਰਿਪੋਰਟਾਂ ਬਾਰੇ ਆਪ ਜੀ ਵਲੋਂ ਆਪ ਅਧੀਨ ਵਿਭਾਗਾਂ ਦੇ ਸਮੂਹ ਅਮਲੇ ਸਬੰਧੀ ਕਨਸੋਲੀਡੇਟਿਡ ਰੂਪ ਵਿਚ ਸਰਟੀਫਿਕੇਟ ਦਿੱਤਾ ਜਾਵੇ ਕਿ ਰਿਪੋਰਟਾਂ ਲਿਖੀਆਂ ਜਾ ਚੁੱਕੀਆਂ ਹਨ। 4. ਨੰ: 315-2ਸ||-75, ਮਿਤੀ 29-1-75

ਹਾਸ਼ੀਏ ਵਿਚ ਦਰਜ ਪੱਤਰਾਂ ਦੇ ਜਾਰੀ ਹੋਣ ਦੇ ਬਾਵਜੂਦ ਇਹ ਵੇਖਿਆ ਗਿਆ ਹੈ ਕਿ ਉਪਰੋਕਤ ਆਈਟਮ (2) ਤੇ ਮੰਗੀ ਸੂਚਨਾ ਬਹੁਤ ਸਾਰੇ ਵਿਭਾਗਾਂ ਵਲੋਂ ਨਹੀਂ ਪ੍ਰਾਪਤ ਹੋਈ। ਨਾ ਹੀ ਇਸ ਬਾਰੇ ਵਿਸਥਾਰ ਨਾਲ ਕਾਰਵਾਈ ਨਾ ਕਰਨ ਸਬੰਧੀ ਕਾਰਣ ਦੱਸੇ ਗਏ ਹਨ।

3. ਕਰਮਚਾਰੀਆਂ/ਅਫਸਰਾਂ ਦੀਆਂ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਸਮੇਂ ਸਿਰ ਲਿਖਣ ਦਾ ਮਹੱਤਵ ਇਹ ਹੈ ਕਿ ਇਸ ਤਰ੍ਹਾਂ ਉਨ੍ਹਾਂ ਦੇ ਸੇਵਾ ਮਾਮਲੇ ਸਮੇਂ ਸਿਰ ਪ੍ਰਬੰਧਕੀ ਉਚਿਤਤਾ ਅਨੁਸਾਰ ਨਜਿੱਠੇ ਜਾ ਸਕਦੇ ਹਨ, ਜਿਸ ਨਾਲ ਆਮ ਨਿਪੁੰਨਤਾ ਵਧਾਈ ਜਾ ਸਕਦੀ ਹੈ। ਇਸ ਆਸ਼ੇ ਨੂੰ

ਸਾਹਮਣੇ ਰੱਖਦੇ ਹੋਏ ਆਪ ਜੀ ਨੂੰ ਬੇਨਤੀ ਕਰਦਾ ਹਾਂ ਕਿ ਆਪ ਇਸ ਮਸਲੇ ਵੱਲ ਨਿੱਜੀ ਧਿਆਨ ਦਿਓ ਅਤੇ ਇਹ ਯਕੀਨੀ ਬਣਾਓ ਕਿ ਕਰਮਚਾਰੀਆਂ/ਅਫਸਰਾਂ ਦੀਆਂ ਸਾਲ 1973-74 ਤੱਕ ਦੀਆਂ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਮੁਕੰਮਲ ਕਰਨ ਬਾਰੇ ਲੋੜੀਂਦਾ ਸਰਟੀਫਿਕੇਟ ਮੁੱਖ ਮੰਤਰੀ ਜੀ ਨੂੰ ਮੰਤਰੀ ਇਨਚਾਰਜ ਦੇ ਰਾਹੀਂ ਛੇਤੀ ਭੇਜਿਆ ਜਾਵੇ। ਇਸ ਗੱਲ ਨੂੰ ਵੀ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ ਕਿ ਸਾਲ 1974-75 ਦੀਆਂ ਰਿਪੋਰਟਾਂ ਵੀ ਅਪਰੈਲ ਮਹੀਨੇ ਦੇ ਅੰਦਰ ਅੰਦਰ ਲਿਖੀਆਂ ਜਾਣ ਅਤੇ ਲੋੜੀਂਦਾ ਸਰਟੀਫਿਕੇਟ ਦਿੱਤਾ ਜਾਵੇ।

4. ਕਿਰਪਾ ਕਰਕੇ ਉਪਰੋਕਤ ਅਨੁਸਾਰ ਲੋੜੀਂਦੇ ਆਦੇਸ਼ ਆਪ ਦੇ ਅਧੀਨ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀਆਂ ਨੂੰ ਦ੍ਰਿੜਤਾ ਸਹਿਤ ਪਾਲਣਾ ਕਰਨ ਅਤੇ ਅਗਵਾਈ ਹਿਤ ਭੇਜੇ ਜਾਣ ਅਤੇ ਮੈਨੂੰ ਇਸ ਕਾਰਵਾਈ ਸਬੰਧੀ ਸੂਚਿਤ ਕੀਤਾ ਜਾਵੇ।

Copy of Punjab Government Circular letter No. 3082-2SII-75/22713, dated the 2nd July, 1975 from the Chief Secretary to Government, Punjab, to all Heads of Departments etc., etc.

Subject : Confidential Reports--Issue of Letters of Appreciation.

1. 2334-ASI-60/15708, dated 3rd May, 1960.
2. 472-ASI-64/11586, dated 9th April, 1964.
3. 3270-ASI-65/11454, dated 4th March, 1965

I am directed to address you on the subject noted above and to say that instructions as per circular letters noted in the margin were issued in regard to the issue of letters of appreciation on the basis of Annual Confidential Report. The circumstances in which such letters of appreciation should be issued, as explained in the instructions referred to above, have not been appreciated completely in various cases which have come to the notice of Government. The basic requirements for the issue of letters of appreciation are, therefore, reiterated below :--

- (i) The letters of appreciation should be recommended and issued only "in really deserving cases on the basis of exceptionally good work and not merely on the performance of routine duties with more than average ability and industry".
- (ii) At least two authorities, when there are two or more such competent authorities, should make the recommendation in clear terms.
- (iii) The work proposed for commendation should be clearly indicated.
- (iv) Where there is only one reporting authority and it recommends clearly the issue of an appreciation letter and also indicates the work proposed for commendation, an appreciation letter may be issued in such cases.
- (v) In cases where the first reporting authority recommends an appreciation letter in clear terms indicating the work proposed for commendation and the second authority simply endorsed it by saying 'I agree', an appreciation letter may be issued as the words 'I agree' amount to endorsing the recommendation of the first reporting authority notwithstanding the fact that the second reporting authority did not clearly say in so many words that an appreciation letter may be issued.

- (vi) Where two reporting authorities recommend the issue of an appreciation letter and the highest authority does not contradict that recommendation but records the words 'Seen' or 'No remarks' or simply appends his signature, an appreciation letter may be issued. Where, however, the final authority controverts the recommendations of the lower authority, no letter of appreciation should be issued.
- (vii) Where the two lower reporting authorities do not recommend the issue of an appreciation letter but the highest authority makes the recommendation for such a letter in clear terms, a letter of appreciation should not be issued straightway. In such cases, a reference to the two lower reporting authorities where there are two or more such authorities should be made asking for their views on the issue of a letter of appreciation. A letter of appreciation should be issued only if at least one of the lower reporting authorities is also of the view that an appreciation letter should be issued.

2. Keeping in view the importance of the letters of appreciation and to make them really objective, it is requested that the basic points as stated above should be brought to the pointed notice of all concerned so that the instructions are observed carefully. It may be especially kept in view that apart from other conditions, it is essential that the recommendation for the issue of letters of appreciation, whenever made, must in every-case be supported by clearly indicating the work proposed for commendation. If the above instructions are not complied with in the desired manner, it will not be permissible to issue the letter of appreciation.

3. The receipt of this letter may kindly be acknowledged.

Copy of Punjab Government Circular letter No. 2090-2SII-75/3767, dated the 22nd September, 1975 from the Chief Secretary to Government, Punjab, to all Heads of Departments etc., etc.,.

Subject : Writing of annual confidential reports--Communitation of adverse remarks.

I am directed to invite a reference to the Punjab Government letter No. 2334-ASI-60/15708, dated the 3rd May, 1960, on the subject noted above and to state that paragraph 10 thereof, *inter alia*, lays down as follows :--

"An officer should not at any time be kept ignorant of the reporting officer's opinion where his service is not considered satisfactory; criticism should be communicated promptly and should indicate in suitable language the nature of the defects in question.

XX	XX	XX	XX
XX	XX	XX	XX

All competent authorities should make an occasional check of confidential reports entrusted to their custody in order to ensure that adverse remarks are in fact conveyed to the officers concerned. No notice should be

taken in future of adverse remarks if they have not been conveyed. Where a competent authority does not convey adverse remarks to the officer concerned, the omission will be treated as discriminatory action on its part and due notice will be taken of it (Punjab Government letter No. 5515-ASI-61/25297, dated 11th July, 1961, may be referred to)."

The objective of the above policy to communicate adverse remarks is that the employee concerned should get an opportunity to know his defects, if any, which he should consciously endeavour to remedy in the subsequent year.

2. Government have noticed that the instructions for the adverse remarks to be conveyed promptly to the employees concerned are not being observed. In some cases the adverse remarks are communicated very late.

3. If the remarks are not conveyed within the first few months after the completion of the year to which the annual confidential report may relate, the employee concerned would be deprived of the earliest opportunity to make improvement in the light of the advice from the adverse remarks communicated to him. Thus the basic purpose of communication of adverse remarks, that is to ensure improvement in the person concerned would be defeated. This would be against the administrative interest as also against the interest of the individual.

4. Government have taken serious note of the above situation and desire that the policy to convey the adverse remarks promptly to the employee concerned must be followed in letter and spirit. Government further desire that the communication of the adverse remarks should in no case be delayed beyond three months of the receipt of the annual confidential report in the office/organisation concerned from the reporting/reviewing authority. It has been also to be ensured by this prompt communication of adverse remarks that representations, if any, against such adverse remarks, which are to be made within three months of the communication, are settled at the earliest. This will enable the employee concerned to know finally the impact of the adverse remarks so that he has full opportunity to rectify his defects at the earliest. This will also serve an administrative interest.

5. The instructions quoted in para 1 above also make it clear that no notice should be taken of adverse remarks if they have not been conveyed. Thus the non-communication of the adverse remarks condones the guilt of the employee reported upon merely by default of the authority responsible for the maintenance of the annual confidential reports. This *inter alia*, adversely affects the administrative interest. It is, therefore, also very necessary to impress upon all concerned to observe the instructions meticulously and that the official/officers responsible for unjustified delay in communicating the adverse remarks ordinarily beyond three months shall be liable to disciplinary actions.

6. The receipt of this letter may kindly be acknowledged.

ਕਾਪੀ ਪੰਜਾਬ ਸਰਕਾਰ ਗਸਤੀ ਪੱਤਰ ਨੰ: 2164-2ਸII-76, ਮਿਤੀ 26-5-1976 ਵਲੋਂ
ਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ ਵੱਲ ਸਾਰੇ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਆਦਿ ।

ਵਿਸ਼ਾ : ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀਆਂ ਦੀਆਂ ਸਾਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਲਿਖਣ ਬਾਰੇ ਕ੍ਰਿਸ਼ਟਾਚਾਰ ਖਤਮ
ਕਰਨ ਸਬੰਧੀ ਯੋਗਤਾ ਬਾਰੇ ਟਿੱਪਣੀ ।

ਕੀ ਵਿੱਤੀ ਕਮਿਸ਼ਨਰ, ਪੰਜਾਬ ਅਤੇ ਸਾਰੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ ਕਿਰਪਾ
ਕਰਕੇ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਵੱਲ ਧਿਆਨ ਦੇਣ ਦੀ ਖੋਜ ਕਰਨਗੇ ?

2. ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਵਿਚੋਂ ਭਰਿਸ਼ਟਾਚਾਰ ਦਾ ਮੂਲੋਂ ਖਾਤਮਾ ਕਰਨ ਦੀ ਮੁੱਢਲੀ
ਜ਼ਿੰਮੇਵਾਰੀ ਸਬੰਧਤ ਵਿਭਾਗ ਦੇ ਮੁੱਖੀ ਦੀ ਹੈ ਅਤੇ ਵਿਭਾਗ ਦੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ ਲਈ ਇਹ
ਜ਼ਰੂਰੀ ਹੈ ਕਿ ਉਹ ਦੇਖੇ ਕਿ ਇਹ ਜ਼ਿੰਮੇਵਾਰੀ ਨਿਪੁੰਨਤਾ ਨਾਲ ਨਿਭਾਈ ਜਾ ਰਹੀ ਹੈ । ਇਸੇ
ਕਰਕੇ ਹੀ ਮੁੱਖ ਚੈਕਸੀ ਅਫਸਰ ਅਤੇ ਚੈਕਸੀ ਅਫਸਰ ਹਰ ਵਿਭਾਗ, ਵਿੱਚ ਨਿਯੁਕਤ ਕੀਤੇ ਗਏ
ਸਨ ਤਾਂ ਜੋ ਭਰਿਸ਼ਟਾਚਾਰ ਵਿਰੁੱਧ ਮੁਹਿੰਮ ਜ਼ੋਰ ਨਾਲ ਚਲਾਈ ਜਾ ਸਕੇ । ਇਨ੍ਹਾਂ ਅਫਸਰਾਂ ਨੇ
ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀਆਂ ਨੂੰ ਭਰਿਸ਼ਟਾਚਾਰ ਦੀ ਖੋਜ ਕੱਢਣ ਅਤੇ ਉਸ ਨੂੰ ਮੂਲੋਂ ਖਤਮ ਕਰਨ ਵਿੱਚ
ਸਹਾਇਤਾ ਦੇਣੀ ਹੈ ਅਤੇ ਚੈਕਸੀ ਵਿਭਾਗ ਨਾਲ ਤਾਲ ਮੇਲ ਰੱਖਣਾ ਹੈ । ਇਸ ਸਬੰਧੀ ਉਨ੍ਹਾਂ ਦਾ
ਧਿਆਨ ਚੈਕਸੀ ਵਿਭਾਗ ਦੀਆਂ ਹਦਾਇਤਾਂ ਨੰ: 2462-ਚ(12)-68/506, ਮਿਤੀ 1 ਜੂਨ,
1968, ਨੰ: 11285-ਚ(1)-67, ਮਿਤੀ 8 ਫਰਵਰੀ, 1968 ਅਤੇ ਨੰ: 8816-ਚ(3)-
75/3062, ਮਿਤੀ 28 ਅਗਸਤ, 1975 ਵੱਲ ਦਿਵਾਇਆ ਜਾਂਦਾ ਹੈ ।

3. ਚੈਕਸੀ ਵਿਭਾਗ ਵਲੋਂ ਇਹ ਮਹਿਸੂਸ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ ਉਪਰੋਕਤ ਹਦਾਇਤਾਂ
ਦੇ ਬਾਵਜੂਦ ਕਈ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਭਰਿਸ਼ਟਾਚਾਰ ਨੂੰ ਖਤਮ ਕਰਨ ਦੀ ਜ਼ਿੰਮੇਵਾਰੀ ਨੂੰ ਯੋਗ
ਢੰਗ ਨਾਲ ਨਹੀਂ ਨਿਭਾ ਰਹੇ ਹਨ । ਜੁਲਾਈ, 1975 ਵਿੱਚ ਦਿੱਲੀ ਵਿਖੇ ਸਟੇਟ ਐਂਟੀ ਕੁਰੱਪਸ਼ਨ
ਅਤੇ ਸੀ.ਬੀ.ਆਈ. ਦੇ ਅਫਸਰਾਂ ਦੀ ਹੋਈ ਸਾਂਝੀ ਮੀਟਿੰਗ ਵਿੱਚ ਇਹ ਵੀ ਸਿਫਾਰਸ਼
ਕੀਤੀ ਗਈ ਕਿ ਸਰਕਾਰ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀਆਂ ਦੀ ਯੋਗਤਾ ਦਾ ਅਨੁਮਾਨ ਲਾਉਂਦੇ ਸਮੇਂ ਇਸ ਪੱਖ
ਨੂੰ ਵੀ ਪੂਰੇ ਧਿਆਨ ਵਿਚ ਰਖੇ ਕਿ ਉਨ੍ਹਾਂ ਨੇ ਕ੍ਰਿਸ਼ਟਾਚਾਰ ਨੂੰ ਖਤਮ ਕਰਨ ਸਬੰਧੀ ਜ਼ਿੰਮੇਵਾਰੀ
ਨੂੰ ਕਿਸ ਹੱਦ ਤੱਕ ਨਿਭਾਇਆ ਹੈ ।

4. ਉਪਰੋਕਤ ਪੈਰਾ 3 ਵਿੱਚ ਦੱਸੀ ਸਥਿਤੀ ਤੇ ਵਿਚਾਰ ਕੀਤਾ ਗਿਆ ਹੈ ਅਤੇ ਇਹ
ਫੈਸਲਾ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ, ਵਿਭਾਗ ਦੇ ਮੁੱਖੀ ਦੀ ਸਾਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟ
ਲਿਖਦੇ ਸਮੇਂ ਇਸ ਪੱਖ ਤੇ ਆਪਣੇ ਵਿਚਾਰ ਵਿਸ਼ੇਸ਼ ਤੌਰ ਤੇ ਜ਼ਰੂਰ ਦਰਜ ਕਰਿਆ ਕਰਨ ਕਿ
ਕ੍ਰਿਸ਼ਟਾਚਾਰ ਖਤਮ ਕਰਨ ਸਬੰਧੀ ਵਿਭਾਗ ਦੇ ਮੁੱਖੀ ਨੇ ਕਿਸ ਹੱਦ ਤਕ ਸਫਲਤਾ ਪ੍ਰਾਪਤ ਕੀਤੀ
ਹੈ ।

NO. 9128-2SII-76/

From

The Chief Secretary to Government, Punjab.

To

All Heads of Departments
Commissioners of Divisions,
Deputy Commissioners,
Registrar, Punjab and Haryana High Court,
District and Sessions Judges and Sub-Divisional
Officers (Civil) in the State.

Dated Chandigarh, the 13th October, 1976.

Subject : Writing of confidential reports--work connected with the Family Planning Programme.

Sir,

No. 14102,
GI-57/22998,
dated 15th
November,
1957.

2. No.
10542-GII-
59/26741,
dated 17th
December,
1959.

3. No.
6789-Ser-
vices 2(I)-
69/28237,
dated 28th
November,
1969.

I am directed to invite your attention to Punjab Government instructions contained in circular letters noted in the margin. In the said instructions the Divisional Commissioners, Deputy Commissioners and S.D.Os. (C) were authorised to write annual confidential reports of the Departmental Officers at Divisional, District and Sub-Divisional level respectively on the following aspects of their work :--

- (i) Reputation for honesty ;
- (ii) Relationship with public ;
- (iii) Implementation of Development schemes and policies of Government.

2. As already emphasised,—vide demi-official communication No. 4421-IHBIV-76/15906—09, dated 19th May, 1976, Government attaches great importance to the Family Planning Programme and desires to achieve maximum targets with the co-ordination of all Departmental Officers. It has, therefore, been decided that the S.D.Os. (C), the Deputy Commissioners and the Divisional Commissioners will record in the annual confidential reports the performance of various Departmental Officers functioning in their respective jurisdiction in achieving the Family Planning targets entrusted to them. These remarks will be covered under the broad category (iii) mentioned in paragraph I above.

Kindly ensure meticulous compliance of these instructions and acknowledge receipt of this letter.

Yours faithfully,

Y.S. RATRA,

Joint Secretary, Personnel,
for Chief Secretary to Government,
Punjab.

A copy is forwarded to Financial Commissioners and Administrative Secretaries to Government, Punjab for similar action.

G. L. SADANA,

Section Officer, General Services,
for Chief Secretary to Government,
Punjab.

U.O. No. 9128-2SII-76/dated Chandigarh, the
13th October, 1976

A copy is forwarded to Principal Secretary to C.M./Deputy Principle Secretary to C.M. and Secretaries/Private Secretaries to Ministers and Deputy Ministers for information and necessary action.

G.L. SADANA,
Section Officer, General Services,
for Chief Secretary to Government,
Punjab.

U.O. No. 9128-2SII-76/dated Chandigarh the
13th October, 1976

IMMEDIATE

No. 12078-2GS-76/5473

From

The Chief Secretary to Government Punjab.

To

All Heads of Departments in the State.

Dated Chandigarh, the 9th February, 1977.

Subject :-- Writing of annual confidential reports of the departmental officers posted at Divisional, district and sub-divisional level by the Commissioner, Deputy Commissioner and Sub-Divisional Officer (Civil) respectively.

Sir,

I am directed to invite your attention to Punjab Government instructions contained in their letter No. 9128-2SII-76/, dated the 13th October, 1976, according to which the Divisional Commissioners, Deputy Commissioners and Sub-Divisional Officers (Civil) are authorised to write annual confidential reports of the officers of all the Departments (except the police officers) functioning in their respective jurisdiction on the following aspects of their work :--

- (i) Reputation for honesty ;
- (ii) Relationship with public ; and
- (iii) Implementation of development schemes and policies of Government (including Family Planning Programme).

The above policy has been laid down to enable the Commissioners/Deputy Commissioners/Sub-Divisional Officers (C) to perform their co-ordinating role effectively.

2. It has come to the notice of Government that the Commissioners/Deputy Commissioners/Sub-Divisional Officers (C) are experiencing difficulty in writing the reports of all the

departmental officers because they do not have complete list of such officers functioning in their respective jurisdiction. In some cases even the forms of the reports are not supplied to them by the respective Departments. In order, therefore, to ensure that the above Government policy is meticulously followed, I am directed to request you to kindly supply a list of the officers of your Department functioning at Divisional, District and Sub-Divisional level direct to the concerned Commissioner, Deputy Commissioner and Sub-Divisional Officer (C) in the proforma enclosed, as early as possible and in any case not later than 28th February, 1977. A copy of the list, so supplied to the Commissioners/Deputy Commissioners/Sub-Divisional Officers (C), may also kindly be sent to the Chief Secretary to Government, Punjab (in General Services Branch). It may also kindly be ensured that any addition or deletion in the list be similarly intimated to the concerned Commissioner/Deputy Commissioner/Sub-Divisional Officer (C) with a copy to the Chief Secretary to Government, Punjab (General Services Branch) so that the list is kept up-to-date.

3. The receipt of this letter may kindly be acknowledged.

Yours faithfully,

HARDIP SINGH,

Under Secretary, Personnel,
for Chief Secretary to Government, Punjab.

Name of the Department _____

Divisional level posts, reports in respect of whose incumbents are to be written by the Commissioner			District level posts, reports in respect of whose incumbents are to be written by the Deputy Commissioner			Sub-Divisional level posts, reports in respect of whose incumbents are to be written by the Sub- Divisional Officer (Civil)			
Sr. No.	Name of the post	Name of Division	Sr. No.	Name of the post	Name of District	Sr. No.	Name of the post	Name of the Sub- Division	Remarks

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
No. 11540-2GSI-77/2402

From

The Chief Secretary to Government, Punjab.

To

All Heads of Departments, Commissioners of Divisions, Registrar of Punjab and Haryana High Court, District and Sessions Judges and Deputy Commissioners in the State and the Financial Commissioners and all Administrative Secretaries to Government, Punjab.

Dated, Chandigarh, the 23rd January, 1978.

Subject :--Writing of Annual Confidential Reports--Expunction of adverse remarks--policy regarding.

Sir,

I am directed to address you on the subject noted above and to say that,--vide Punjab Government instructions No. 4225-2SII-74/21500, dated 15th July, 1974, it stands emphasised that there should be no unreasonable and unjustified delay in writing the annual confidential reports of Government employees and that it should be ensured that the tendency of late-recording/non-recording of confidential reports on the part of the various reporting authorities is curbed. Further,--vide Punjab Government instructions No. 2172-2SII-75/15598, 28th April, 1975, it has been laid down that the work of writing of confidential reports of all employees should be completed within the month of April each year and a report be sent to that effect to the Chief Minister, Punjab. As laid down in Punjab Government instructions No. 2090-2SII-75/3767, dated the 22nd September, 1975, communication of the adverse remarks should in no case be delayed beyond three months of the receipt of the annual confidential report in the office/organisation concerned, from the reporting/reviewing authority, because if the remarks are not conveyed within the first few months after the completion of the year to which the annual confidential report may relate, the employee concerned would be deprived of the earliest opportunity to make improvement in the light of the advice emanating from the adverse remarks communicated to him. Thus the basic purpose of the communication of adverse remarks is to ensure improvement in the work and conduct of the person concerned. A representation against the adverse remarks can be made within three months from the date of the letter communicating adverse remarks to the employee concerned, and time-barred representations are to be straightway rejected as per policy laid down in para 12 of the Punjab Government instructions No. 2334-ASI-60/15708, dated 3rd May, 1960. Recourse to expunction of adverse remarks is to be had only in cases of exceptional character viz. whereas a result of the examination of the representation against the adverse remarks, it is found that the remarks are *malafide* or are based on patent error of fact. There is a tendency among all Classes of State Services to make approaches in violation of Government instructions stated above, and to get the previously recorded adverse remarks expunged/modified. Attempts are made to get the time-barred representations entertained on one pretext or the other whenever the atmosphere is found congenial with changes in political or administrative set up. To curb such tendencies instructions were issued,--vide Punjab Government letter No. 3871-Services 2(5)-68/14567, dated 24th May, 1968 laying down as under :--

"Remarks recorded in the annual confidential reports against which a representation has not been filed within the prescribed period or if so filed, has been rejected should not be expunged inspite of the fact that at some later date a succeeding authority has a different view. The succeeding Minister or officer may record his own remarks and get the same also placed on the personal file of the employee reported upon where he has a different view in regard to the remarks in the confidential report recorded by a previous Minister/Officer".

2. Despite the clear and categorical policy stated above, it has been observed that a tendency persists among Government employees to represent against even the slightest of remarks which are not in their favour and to indulge in all kinds of pressures to get such remarks expunged. If this tendency is encouraged and reporting officers are challenged at the slightest provocation about the remarks which have been given in the normal course of their observations of their subordinates, then it is felt that the main objective of writing confidential reports will stand defeated and the reporting officers will not be able to express their opinion in a clear and frank manner. I am, therefore, directed to reiterate the Government's policy as stated above for strict compliance and to stress that only if patent errors of facts or *mala fide* intention behind the remarks are fully established, the adverse remarks should be expunged, otherwise not.

3. Kindly acknowledge its receipt.

Yours faithfully,

G.S. AGGARWAL,

Deputy Secretary, Personnel,
for Chief Secretary to Government, Punjab.

No. 1353-2PP-78/5984

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS

To

All Heads of Departments, Commissioners of Divisions, Registrar of Punjab and Haryana High Court, District and Sessions Judges, Deputy Commissioners in the State.

Dated Chandigarh, the 15th/16th March, 1978.

Subject :-- Writing of Annual Confidential Reports--Communication of adverse remarks--Strict observance of.

Sir,

I am directed to address you on the subject and to say that in Punjab Government circular letter No. 2090-2SII-75/3767, dated the 22nd September, 1975, it was emphasised that the communication of adverse remarks should in no case be delayed beyond three months from the date of the receipt of the annual confidential report. It was further stated that disciplinary action should be taken against the officials responsible for any delay.

2. It has been observed that certain officers/officials manage to have adverse remarks not conveyed to them in time, so that they can take shelter behind the plea of being not aware of the adverse remarks at the time of their promotion, crossing of efficiency bar, premature retirement etc. In such cases collusion between the officials reported upon and certain persons working in the office of the authority required to convey the adverse remarks cannot be ruled out. I am,

therefore, directed to request you to ensure that the adverse remarks recorded in the annual confidential report of an official are conveyed to him immediately after the report is received duly completed. In cases of delay the responsibility for the non-conveyance of adverse remarks must be fixed and suitable action taken against the defaulter.

3. The above instructions may please be brought to the notice of all concerned for strict compliance.

4. Kindly acknowledge the receipt of this letter.

Yours faithfully,

G.L. SADANA,
Section Officer, Personnel Policies,
for Chief Secretary to Government, Punjab.

A copy each is forwarded to all Administrative Secretaries to Government, Punjab, for information and necessary action.

2. They are further requested to ensure that all the authorities under their control observe the above instructions in letter and spirit and no laxity is shown in dealing with the defaulters.

G.L. SADANA,
Section Officer, Personnel Policies,
for Chief Secretary to Government, Punjab.

To

All Administrative Secretaries to Government, Punjab.
U.O. No. 1353-2PP-78, dated Chandigarh, the 15th/16th
March, 1978

IMMEDIATE

No. 15/7/78-2PP/7186

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS

To

All Heads of Departments in the State.

Date, Chandigarh, the 27th August, 1979.

Subject :--Writing of annual confidential reports of the departmental officers Posted at Divisional, District and Sub-Divisional levels by the Commissioner, Deputy Commissioners and Sub-Divisional Officers (Civil), respectively.

Sir,

I am directed to invite a reference to Punjab Government letter No. 12078-2GS-76/5473, dated the 9th February, 1977, on the subject in which you were requested to supply a list (in

the prescribed *pro forma*) of the officers of your Department functioning at Divisional, District and Sub-Divisional levels direct to the concerned Commissioner, Deputy Commissioner and Sub-Divisional Officer (C) so as to enable them to write the annual confidential reports on such officers. You were also required to ensure that any addition or deletion in the said list was similarly intimated to the concerned Commissioner/Deputy Commissioner/Sub-Divisional Officer (C). It has been observed by the Government that the instructions are not being observed meticulously with the result that the concerned Commissioners/Deputy Commissioners/Sub-Divisional Officers (C) are finding it difficult to write the reports. I am, therefore, directed to request you that the requisite lists may please be sent to them immediately with copies to Government. Further, to keep the concerned Commissioner/Deputy Commissioner/Sub-Divisional Officers (C) informed of the posting and transfers of officers of your Department in the Division/District/Sub-Division, you are also requested to send a copy of the posting/transfer orders whenever these are issued, to the concerned Commissioner/Deputy Commissioner/Sub-Divisional Officer (C).

Yours faithfully,

P.S. CHAWLA

Under-Secretary, Personnel,
for Chief Secretary to Government, Punjab.

No. 15/7/78-2PP/7187, dated Chandigarh, the 27th
August, 1979

A copy is forwarded to the Commissioner, Deputy Commissioner and Sub-Divisional Officer (C) in the State for information.

2. They are requested to ensure that the lists of all the departmental officers functioning in their respective jurisdiction are supplied to them by the Heads of the Departments and if any difficulty is experienced in this behalf, the same may be brought to the notice of this Department for further necessary action.

P.S. CHAWLA,

Under-Secretary, Personnel,
for Chief Secretary to Government, Punjab.

A copy is forwarded to all Administrative Secretaries to Government, Punjab for information and necessary action.

P.S. CHAWLA,

Under-Secretary, Personnel,
for Chief Secretary to Government, Punjab.

To

All Administrative Secretaries to Government, Punjab.

U.O. No. 15/7/78-2PP, dated Chandigarh, the 27th
August, 1979

No. 15/12/79-2PP/8519

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE
REFORMS

(Personnel Policies Branch)

To

All Heads of Departments, Commissioners of Divisions,
Deputy Commissioners, Registrar, Punjab and Haryana High
Court and S.D.Os. (C) in the State.

Dated Chandigarh, the 4th September, 1979.

Subject :-- Writing of Annual Confidential Reports--Recording of
"No Remarks" by the higher authority.

Sir,

I am directed to say that in the annual confidential reports if the final authority records the words "No remarks", "Seen" or simply appends his signatures, the view is generally taken that the remarks recorded by the lower authority stand. It is not interpreted that the remarks of the lower authority get nullified or expunged, whether good or bad. However, a case has come to the notice of the Government where the first reporting authority recorded some adverse remarks and the higher authority recorded 'No remarks'. When the comments of that authority were called for on the representation of the officer, the higher authority sent a reply that the words "No remarks" recorded by it meant that the adverse remarks of the first reporting authority had been washed out.

2. In order to clarify the position, the following relevant extracts from the instructions contained in Punjab Government circular letters quoted in brackets are reproduced :--

"PARA-10--EXPLANATORY NOTES"

"Where, however, an adverse remark has not specifically been denied by a higher authority, it should be conveyed. It is, however, open to that authority to decide that any adverse remarks need not be communicated X X X"

(No. 2334-ASI-60/15708, dated 3rd May, 1960)

(iii) Where two reporting authorities recommended the issue of an appreciation letter and the highest authority does not contradict that recommendation but records the words "Seen" or "No remarks" or simply appends his signature, an appreciation letter may be issued. Where, however, the final authority controverts the recommendation of the lower authority, no letter of appreciation should be issued."

(No. 3270-ASI-65/11454, dated 3rd April, 1965)

In the face of the above provisions, there can be no two opinions about the correct meaning of the higher authority's

words 'No remarks'. Nevertheless, in order to put the matter beyond any shadow of doubt, I am directed to clarify that the recording of the words 'No remarks' by the higher/highest authority does not mean that the remarks of the first or second reporting authority cease to exist. On the other hand, they mean that the higher/highest authority agrees with the remarks or has no reason to differ from them, whether good or bad, recorded by the lower authority/authorities.

3. These instructions may please be brought to the notice of all the officers/officials working under you for information and guidance.

P.S. CHAWLA,

Under Secretary (Personnel),
for Chief Secretary to Government, Punjab.

No. 15/12/79-2PP/8520, dated Chandigarh, the 4th September, 1979.

A copy each is forwarded to all Administrative Secretaries to Government, Punjab, for information and necessary action.

P.S. CHAWLA,

Under Secretary (Personnel),
for Chief Secretary to Government, Punjab.

No. 15/12/79-2PP/8521, dated Chandigarh, the 4th September, 1979.

A copy each is forwarded to the Secretaries/Private Secretaries to the Chief Minister/Ministers/Ministers of State for the information of the Chief Minister/Ministers.

P.S. CHAWLA,

Under Secretary (Personnel),
for Chief Secretary to Government, Punjab.

No. 15/7/78-2PP/9027

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE
REFORMS

(Personnel Policies Branch)

Important

Immediate

To

All Heads of Departments in Punjab.

Dated Chandigarh, the 14th September, 1979.

Subject :--Writing of annual confidential reports of the departmental officers posted at divisional, district and sub-divisional levels by the Commissioners, Deputy Commissioners and Sub-Divisional Officers (Civil) respectively.

Sir,

I am directed to say that in Punjab Government circular letter No. 12078-2GS-76/5473, dated 9th February, 1977 on the subject noted above, you were requested to supply lists of the officers of your Department functioning at Divisional, District and Sub-divisional levels direct to the concerned Commissioner, Deputy Commissioner and Sub-Divisional Officer (Civil) so as to enable them to record their remarks in the annual confidential reports on your officers in respect of the following aspects of their work :--

- (i) reputation for honesty ;
- (ii) relationship with public ; and
- (iii) implementation of developmental schemes and policies of Government.

Further instructions were issued in circular letter No. 15/7/78-2PP/7186, dated 27th August, 1979 that in order to ensure the meticulous observance of the instructions, the concerned Commissioner/Deputy Commissioner/Sub-Divisional Officer (Civil) should be kept informed of the posting and transfer of officers of your Department.

2. I am now directed to say that in case a proforma has been prescribed for recording the annual confidential reports on the Officers of your Department as should be the case, it may please be modified so as to provide a place for the recording of remarks by the Commissioners, Deputy Commissioners and S.D.Os. (Civil). This work may please be completed at the earliest and a copy of the proforma so modified should be furnished to this Department for information and record.

3. I am further to request that you should obtain the remarks on your field officers from the concerned Commissioner/Deputy Commissioner and S.D.O. (Civil) and place them on the ACR files of the pertinent officers of your Department without fail. Without these remarks, the ACRs would not be treated as complete.

Yours faithfully,

P.S. CHAWLA,

Under Secretary, Personnel,
for Chief Secretary to Government, Punjab.

No. 15/7/78-2PP/9028, dated Chandigarh, the 14th September, 1979.

Copies are forwarded to all Commissioners/Deputy Commissioners and Sub-Divisional Officers (Civil) in Punjab for information and necessary action in continuation of Punjab Government endorsement No. 15/7/78-2PP, dated 27th August, 1979.

P.S. CHAWLA,

Under Secretary, Personnel,
for Chief Secretary to Government, Punjab.

No. 15/7/78-2PP/9029, dated Chandigarh, the 14th September, 1979.

Copies are forwarded to all Administrative Secretaries for information and necessary action.

P.S. CHAWLA,

Under Secretary, Personnel,
for Chief Secretary to Government, Punjab.

Urgent

No. 15/16/79-2PP/11933

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND
ADMINISTRATIVE REFORMS

(Personnel Policies Branch)

Chandigarh, the 5th December, 1979.

To

All Deputy Commissioners in Punjab.

Subject :--Writing of confidential reports--Work connected with
Lok Sabha Elections.

Sir,

I am directed to say that in Punjab Government circular letters noted in the margin, the Divisional Commissioners, Deputy Commissioners and Sub-Divisional Officers (C) were authorised to write annual confidential reports of the departmental officers at divisional, district and sub-divisional level respectively, on the following aspects of their work :--

- (i) Reputation for honesty ;
- (ii) Relationship with public ;
- (iii) Implementation of development schemes and policies of Government.

2. The Election Commission of India has decided that for the effective control and supervision of Election work, the entries may be made in the Annual Confidential Reports of the State Government Officers/Officials appointed as election authorities in so far as their work connected with the elections is concerned. It has been decided that at the time of recording the views in the A.C.Rs., in pursuance of above mentioned instructions, the Deputy Commissioners will also make a mention in the annual confidential reports about the performance of the departmental officers at district level put on Election duty in connection with the coming Lok Sabha Elections. These remarks will be covered under the broad category (iii) mentioned in paragraph 1 above.

3. Kindly ensure meticulous compliance of these instructions.

Yours faithfully,

P.S. CHAWLA,
Under Secretary, Personnel.

1. No.
14102/
G-57/
22998,
dated
15-11-57

2. No.
10542-GII-
59/26741,
dated
17-12-59

3. No.
6789-SII(1)
69/28237,
dated
28-11-69

No. 15/16/79-2PP/11934, dated Chandigarh, the 5th December, 1979.

A copy is forwarded to all Heads of Departments, Registrar, Punjab and Haryana High Court, Commissioners of Divisions, and Sub-Divisional Officers (Civil) in Punjab, for information and necessary action.

P.S. CHAWLA,

Under Secretary, Personnel.

No. 15/16/79-2PP/11935, dated Chandigarh, the 5th December, 1979.

A copy is forwarded to the Chief Electoral Officer, Punjab, Chandigarh, in continuation of this Department endorsement No. 15/16/79-2PP/11126, dated 8th November, 1979, for information.

P.S. CHAWLA,

Under Secretary, Personnel

No. 15/16/79-2PP/11936, dated Chandigarh, the 5th December, 1979.

Copies are forwarded to all Administrative Secretaries, Government, Punjab, for information.

P.S. CHAWLA,

Under Secretary, Personnel.

Extract of Para 8 of Punjab Government Circular
letter No. 20/19/80-1PP/7433, dated 2nd July, 1980

REPRESENTATIONS AGAINST ADVERSE REMARKS

8. The representations against adverse remarks communicated to the employees, if made, are required to be disposed of finally within a period of three months from the date of their submission. This time-limit was fixed keeping in view the fact that the Government employee concerned does not remain in suspense as to the fate of his representation. Delay in deciding such representations also causes repercussions on the cases of promotion, crossing of efficiency bar etc., of the employees concerned.

9. Despite the directions referred to above, Government have observed that these instructions are not being followed meticulously. No concrete steps have been taken by the Administrative Departments/Departments to expedite such cases and orders of the appropriate authority have not been obtained for the extension of the period of suspension beyond the prescribed limit. It has specially been observed that,--

- (a) Government employees are not being confirmed expeditiously, in spite of the fact that permanent posts are available ;

- (b) passing of final orders on the representations against adverse remarks is abnormally delayed. One of the reasons of delay in such cases is that the comments of the reporting officers are not received for a long time ; and
- (c) cases of crossing of efficiency bar have not been taken up well in time. In some cases orders are passed even after a lapse of more than one year, there being no justification to delay the matter ;
- (d) cases of promotions, seniority fixation and disciplinary proceedings have not been expeditiously dealt with.

10. The above state of affairs, Government feels requires to be remedied to improve efficiency in the administration. In the above circumstances, a special campaign is considered essential to finalise the pending cases of Government employees in respect of their service matters. It is, therefore, requested that steps be taken to dispose of such cases within a period of three months, as far as possible, by meticulously observing Government instructions referred to above. A monthly review of each case be made so as to take necessary steps where called for.

No. 15/7/80-2PP/3386

GOVERNMENT OF PUNJAB

**DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE
REFORMS**

(Personnel Policies Branch)

Dated Chandigarh, the 26th March, 1981

To

All Heads of Departments,
Registrar, Punjab and Haryana High Court,
Commissioners of Divisions, Deputy Commissioners
and Sub-Divisional Officers (Civil) in Punjab.

Subject :--Writing of Annual Confidential Reports.

Sir,

I am directed to invite your attention to the instructions contained in explanatory note (i) below paragraph 3 of the consolidated circular letter No. 2334-ASI-60/15708, dated 3rd May, 1960, wherein it was stressed that very slight defects should be brought to the notice of an officer verbally in the way of advice and guidance and need not find mention in confidential reports unless they are of a type which have been more than once brought to the subordinates attention but which he nevertheless persists in. It has been observed by Government that some authorities while writing Annual Confidential Reports of their subordinates continue to make mention of such matters as have nothing to do with the performance of an officer, e.g., the officer has a long stay at a particular station and requires shifting etc., which as a matter of policy should not find place in the Annual Confidential Reports. An officer holds an appointment subject to the pleasure of the Government and his

continuance at a particular station is not a matter of his choice. The remarks of these type are not of a remediable nature for which the official/officer could make an effort to improve or remove the same that the instructions of Government referred to above, should be brought to the notice of all concerned again and the tendency of recording remarks unrelated to an officer's performance should be stopped immediately. The recommendations regarding transfers etc. should be sent to the authorities concerned in separate communications.

Yours faithfully,

JASWANT SINGH,

Under Secretary to Government, Punjab.
(Personnel).

No. 15/7/80-2PP/3387, dated Chandigarh, the 26th March, 1981.

A copy is forwarded to all Administrative Secretaries to Government, Punjab for information and necessary action.

JASWANT SINGH,

Under Secretary, Personnel.

No. 4/6/81-2PP/7908

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE
REFORMS

(Personnel Policies Branch)

Dated Chandigarh, the 7th June, 1982.

To

All the Heads of Departments,
Registrar, Punjab and Haryana High Court,
Commissioners of Divisions,
Deputy Commissioners and Sub-Divisional
Officers (Civil) in the State.

Subject :--Writting of Annual Confidential Reports--Recording of
remarks by the Reporting/Reviewing Authority--
Prescribing of time limit to avoid delay.

Sir,

I am directed to invite a reference to Punjab Government circular letter No. 4225-2SII-74/21500, dated the 15th July, 1974, on the above subject, and to say, that it has been repeatedly emphasised that there should be no delay in writing of annual confidential reports and that a certificate should be furnished by all Heads of Departments to the Administrative Secretaries concerned within one month, to the effect that the confidential reports of all the employees have been recorded in their respective departments by the due date. It has, however been observed that these instructions are not being followed, with the result that confidential reports on the work and conduct of officials/officers continue to be recorded very late and the requisite certificate is not furnished within the

prescribed period. Government have, therefore, reconsidered the whole matter and the following time-limit is prescribed for writing of annual confidential reports :--

- (i) The Annual Confidential Reports shall be written for each financial year and transmitted to the reviewing/accepting authority by the reporting authority by the 31st May each year.
- (ii) The reviewing authority and accepting authority shall record their remarks within a period of one month from the date of receipt of the report from the reporting authority.
- (iii) A confidential report shall also be written when either the Reporting Authority or the employee reported upon relinquishes charge of the post, and in such a case it shall be written within two months of the relinquishment of his charge of the post.
- (iv) In the event of change of portfolios, a Minister or Minister of State or a Deputy Minister or the Chief Parliamentary Secretary may also if he had not done so previously, record remarks on the confidential report of officers subordinate to him, within two months of his relinquishing the charge of his previous portfolio.
- (v) All the authorities while recording their remarks on the confidential report, shall indicate the date of recording their remarks on the confidential report.
- (vi) The Heads of Departments shall furnish to their Administrative Secretaries concerned, a certificate by 30th September every year, certifying that all the confidential reports in their departments have been duly recorded and placed in personal files of the officers/officials concerned.
- (vii) In case the annual confidential report in respect of any employee is not recorded by the 30th September, by the authorities concerned, the report written thereafter shall not be placed on his personal file and only a certificate, duly signed by the competent authority, should be added in personal file of the Government employee that the work and conduct of the officer/official concerned during the period in question, was satisfactory.

2. It has been further decided that adverse notice should be taken of those Reporting Authorities who do not record the annual confidential reports on time, and superior officers of such Reporting Authorities may record this lapse in the annual confidential reports of such defaulting Reporting Authorities. This decision of Government may kindly be brought to the notice of all concerned for strict compliance.

JASWANT SINGH,

Deputy Secretary, Personnel.

A copy is forwarded, for information and necessary action to all the Financial Commissioners and Administrative Secretaries to Government, Punjab.

JASWANT SINGH,
Deputy Secretary, Personnel.

To

All the Financial Commissioners and Administrative Secretaries to Government, Punjab.

U.O.No. 4/6/81-2PP, dated Chandigarh, the 7th June, 1982.

Copy of Punjab Government circular letter No. 4/6/81-2PP/11016, dated 9th August, 1982, from the Department of Personnel and Administrative Reforms, addressed to all heads of Departments, etc., etc.

Subject.--Writing of Annual Confidential Reports--Recording of remarks by the Reporting/Reviewing Authority--Prescribing of time-limit to avoid delay.

I am directed to invite a reference to Punjab Government circular letter No. 4/6/81-2PP/7908, dated the 7th June, 1982, on the above subject and to say that clarification has been sought as to whether these instructions are to be given retrospective or prospective effect. I am to clarify that these instructions are effective from the date of issue. The fact may please be brought to the notice of all concerned.

Copy of Punjab Government circular letter No. 7/14/82-2PP/12395, dated 13th September, 1982, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Annual Confidential Reports.

I am directed to invite your attention to the instructions contained in para 6 of the Punjab Government Circular letter No. 2334-ASI-60/15708, dated the 3rd May, 1960, on the above subject and to say that in terms of these instructions annual confidential reports on the work and conduct of an employee should be written by atleast two officers, except of course, in the case of those employees mentioned in the Explanatory Note below the aforesaid para, who work exclusively under one officer. A clarification has now been sought as to whether in the Departments where both Superintendents Grade I and Superintendent Grade II are working, Superintendent Grade II, who actually supervises the work and conduct of an employee is to initiate the annual confidential report or this is to be done by Superintendent Grade I who is a Gazetted Officer.

I am to clarify in this behalf that annual confidential reports are to be written by those officers, irrespective of the

fact whether they are Gazetted or Non-Gazetted, who actually supervise the work and conduct of an employee subordinate to them and who are actually working under them. In this view of the matter Superintendent Grade-II, though is a Non-Gazetted Officer but actually supervises the work and conduct of an employee, should initiate the annual confidential report of that employee and not the Superintendent Grade-I, who does not directly supervise the work and conduct of that employee.

2. The above clarification may please be brought to the notice of all concerned for meticulous observance.

Kindly acknowledge. _____

Copy of letter No. III. 11011/7/82-PCR(DESK), dated the 19th January, 1983 from B.K. Sarkar, Joint Secretary to Government of India, Ministry of Home Affairs, New Delhi to the Chief Secretaries of all States/Union Territories.

Subject.--Effectiveness in the development and protection of Scheduled Castes and/or Scheduled Tribes--Separate column in the Character roll.

I am directed to forward herewith a copy of the Ministry of Home Affairs, Department of Personnel and Administrative Reforms Notification No. 11059/1/81-AIS(III), dated 4th February, 1982 (Annexure I) wherein item No. 3 in Part-II/(Assessment by the Reporting Authority), relating to the "Effectiveness in the development and protection of Scheduled Caste and/or Scheduled Tribes" has been incorporated in the form of the confidential report meant for every member of the All India Services. The explanation under this para mentions that this column is applicable in case of officers dealing with the development and protection of Scheduled Castes and/or Scheduled Tribes. This aspect was also brought to the notice of the State Governments/Union Territory Administrations in the Union Home Minister's D.O. letter No. III., 11011/4/80-NID(D), dated the 10th March, 1980.

2. It is requested that the State Government/Union Territory Administration may take similar action for incorporating this column in the Annual Confidential Report forms meant for State Services Officers and U.T., Officers and in turn take up with the local bodies and co-operative bodies in your State/Union Territory to provide similar column in the ACR form of their employees.

3. The receipt of this letter may kindly be acknowledged. The action taken in this regard be intimated in due course.

GOVERNMENT OF PUNJAB

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS

(PERSONNEL POLICIES BRANCH)

No. 15/5/83-2PP/4390, dated Chandigarh, the 22nd April, 1983.

A copy with a copy of item No. III mentioned therein is forwarded to all the Heads of Departments, Registrar, Punjab and Haryana High Court, Commissioners of Divisions, Deputy

Commissioners and Sub-Divisional Officers (Civil) in the State with the request that a similar column in the A.C.R. forms of their employees may please be incorporated accordingly.

(Sd.) . . . ,
Deputy Secretary, Personnel.

A copy with a copy of its enclosure is forwarded to all the Financial Commissioners and Administrative Secretaries to Government, Punjab, for information and necessary action.

(Sd.) . . . ,
Deputy Secretary, Personnel.

All the Financial Commissioners ;
and Administrative Secretaries to Government, Punjab.
U.O. No. 15/5/83-2PP, dated Chandigarh, the 22nd April, 1983.

ITEM NO. III

*Effectiveness in the development and protection of Scheduled Castes and/or Scheduled Tribes..

- (a) Attitude towards Scheduled Castes and/or Scheduled Tribes.
- (b) Sensitivity to social justice.
- (c) Ability to take quick and effective action to prevent and quell atrocities and ensure justice to Scheduled Castes and/or Scheduled Tribes.
- (d) Effectiveness in bringing about the development of Scheduled Castes and/or Scheduled Tribes.

*(Applicable in case of officers dealing with the development and protection of Scheduled Castes and/or Scheduled Tribes).

Copy of Punjab Government circular letter No. 4/6/81-2PP/8158, dated 15th July, 1983, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc., etc.

Subject.--Writing of Annual Confidential Report--Recording of remarks by the Reporting/Reviewing Authority--Prescribing of time-limit to avoid delay.

I am directed to invite a reference to Punjab Government circular letter No. 4/6/81-2PP/7908, dated the 7th June, 1982 on the subject cited above and to set out the following clarifications and modifications in respect thereof:--

- (i) The Cadre Controlling--Authorities shall furnish to the Reporting Authorities concerned the A.C.R. forms, by the 10th of April, each year.
- (ii) Each authority, after recording the remarks, would return the ACR to the Cadre Controlling Authority,

which would be responsible for sending that A.C.R. to the next higher authority.

- (iii) It would be obligatory on Cadre Controlling Authorities to keep a track of Annual Confidential Reports required to be written at various levels.
- (iv) Upon relinquishing the charge of the post either by the Reporting Authority, or by the Government employee reported upon, the ACR shall be written by the Reporting Authority within a period of three months instead of two months, already prescribed. Similarly, the period of two months is raised to three months for recording of remarks by a Minister, or Minister of State or a Deputy Minister or the Chief Parliamentary Secretary, in the event of a change of their portfolios.
- (v) In the instructions referred to above, it is provided that a certificate duly signed by the competent authority to the effect that the work and conduct of the Government employee was satisfactory, be added in personal file in case his A.C.R. is not recorded by the 30th September, by the authorities concerned. On reconsidering the matter, it is clarified, that reports received after 30th September should not be treated as invalid. They should be placed on the A.C.R. files alongwith a note to the effect that the report was received after 30th September.
- (vi) As already clarified,--vide Punjab Government circular letter No. 4/6/81-2PP/11016, dated the 9th August, 1982, the instructions dated 7th June, 1982, referred to above, are effective from the date of their issue. These are, therefore, applicable to the A.C.Rs from the year 1982-83 and onwards and not to the A.C.Rs. of the previous years. If, therefore, under instructions dated 7th June, 1982, any certificate about the work and conduct of an employee for the year 1981-82, being 'satisfactory' has been placed in the ACR file, the same should be removed and a properly recorded ACR for the year 1981-82 be placed in the ACR file.

2. These clarifications/modifications may please be brought to the notice of all concerned for meticulous adservance.

Copy of Punjab Government circular letter No. 15/10/78-1PP/1157, dated 23rd February, 1984, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Writing of the Confidential Reports of the Heads of the Departments (other than All India Service Officers)--Procedure for.

I am directed to invite a reference to the Punjab Government instructions contained in this Department circular letter No. 2334-ASI-60/15708, dated 3rd May, 1960, which are partly reflected in para 14 of the Standing Guide on Annual Confidential Reports published by this Department, and to say that the matter regarding prescribing of Reporting, Reviewing and Accepting authorities in respect of the Confidential Reports of the Heads of Department (other than the All India Service Officers) has been under consideration of the State Government. After careful consideration, it has been decided that the following authorities shall be Reporting/Reviewing/Accepting authorities in respect of Confidential Reports of the Heads of Departments (other than All India State Officers) in the State.

Reporting Authority	Administrative Secretary
Reviewing Authority	Minister-in-Charge (Advisor to Governor under the President's rule).
Accepting Authority	Chief Minister (Governor under the President's rule).

2. The Punjab Government instructions dated 3rd May, 1960 as well as the para of the Standing Guide referred to above may be treated to have been amended accordingly.

3. These instructions shall be effective from the Annual Confidential Reports for the year 1983-84 and may be brought to the notice of all concerned for strict compliance.

4. Kindly acknowledge.

Copy of Punjab Government, circular letter No. 15/23/86-1PPI/19870, dated 18th December, 1986 from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments, etc. etc.

Subject.--Confidential Reports--Issue of Letters of Appreciation.

I am directed to invite a reference to the Punjab Government circular letter No. 3082-2SII-75/22713, dated 2nd July, 1975, on the subject noted above and to say that these instructions were reiterated as below :--

- (i) The letters of appreciation should be recommended and issued only "in really deserving cases on the basis of exceptionally good work and not merely on the performance of routine duties with more than average ability and industry".
- (ii) At least two authorities, when there are two or more such competent authorities, should make the recommendation in clear terms.
- (iii) The work proposed for commendation should be clearly indicated.
- (iv) Where there is only one reporting authority and it recommends clearly the issue of an appreciation letter

and also indicates the work proposed for commendation, an appreciation letter may be issued in such cases.

- (v) In cases where the first reporting authority recommends an appreciation letter in clear terms indicating the work proposed for commendation and the second authority simply endorsed it by saying 'I agree', an appreciation letter may be issued as the words 'I agree' amount to endorsing the recommendation of the first reporting authority notwithstanding the fact that the second reporting authority did not clearly say in so many words that an appreciation letter may be issued.
- (vi) Where two reporting authorities recommend the issue of an appreciation letter and the highest authority does not contradict that recommendation but records the words 'Seen' or 'No remarks' or simply appends his signature, an appreciation letter may be issued. Where, however, the final authority controverts the recommendations of the lower authority, no letter of appreciation should be issued.
- (vii) Where the two lower reporting authorities do not recommend the issue of an appreciation letter but the highest authority makes the recommendation for such a letter in clear terms, a letter of appreciation should not be issued straightway. In such cases, a reference to the two lower reporting authorities where there are two or more such authorities should be made asking for their views on the issue of a letter of appreciation. A letter of appreciation should be issued only if at least one of the lower reporting authorities is also of the view that an appreciation letter should be issued.

2. Instances have, however, come to the notice of the Government where these instructions have not been followed meticulously and it has been observed that appreciation letters are being issued to the Government employees at a lavish scale in a routine manner by observing these instructions liberally. It is, therefore, requested that the basic points may be kept in view while issuing appreciation letters really in deserving cases strictly in accordance with the instructions.

3. The above instructions may please be brought to the notice of all concerned for strict compliance.

4. Kindly acknowledge the receipt of this letter.

Copy of Punjab Government circular letter No. 15/12/87-IPPI/1406, dated 25th January, 1988, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Writing of Annual Confidential Reports--Recording of remarks by the Reporting/Reviewing Authority--Prescribing of time limit to avoid delay.

I am directed to invite a reference to Punjab Government circular letter No. 4/6/81-2PP/7908, dated the 7th June, 1982 on

the subject noted above and to say that it has been repeatedly emphasised that there should be no delay in writing Annual Confidential Reports and that it should be ensured that the tendency of late recording/non-recording of confidential reports on the part of the various reporting authorities is curbed. Further, vide Punjab Government instructions No. 4/6/81-2PP/8158, dated 15th July, 1983, it has been clarified that the reports received after 30th September should not be treated as invalid and they should be placed on the ACRs file alongwith a note to the effect that the report was received after 30th September. It has, however, been observed that these instructions are not being followed, with the result that a certificate about the work and conduct of the officers/officials are being recorded as satisfactory where their reports are not written or written very late which is clearly against the instructions dated 15th July, 1983 referred to above.

2. I am, therefore, directed to reiterate the Government's policy as stated above for strict compliance and to stress upon the Cadre Controlling Authorities to keep a track of Annual Confidential Reports required to be written at various levels and get it recorded and placed on personal files of officer(s)/official(s).

3. Kindly acknowledge its receipt.

Copy of Punjab Government circular letter No. 15/11/88-1PP1/17178, dated 4th November, 1988, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Disposal of representations against adverse remarks prescribing of time-limit for.

I am directed to invite your attention to Punjab Government circular letter No. 4408-SII(I)-72/27670, dated 20th October, 1972, wherein it was laid down that representations against adverse remarks communicated to the employees if made, are required to be disposed of finally within a period of three months from the date of their submission. Further, a time-limit of three months for filing representations against adverse remarks has been specifically laid down in the instructions No. 5515-ASI-61/25297, dated 11th July, 1961. It has, however, been noted that the aforementioned instructions are not being fully complied with. Consequently such vital cases are often not finally disposed of for a long period and this is against the letter and spirit of the Government instructions. Therefore, it has been decided to prescribe time-schedule, as indicated below, for various activities involved in the disposal of such representations :--

- | | |
|---|---|
| (i) Period for communication of ..within 15 days of the adverse remarks to the official concerned | receipt of ACR. |
| (ii) Period for receipt of representation against adverse remarks | .. within three months from the date of conveying of adverse remarks. |

- (iii) Obtaining comments on the representation against adverse remarks, from the reporting/reviewing/accepting authority ..within one-and-a-half ($1\frac{1}{2}$) months of the receipt of representation.
- (iv) Finalisation of action on receipt of comments of reporting/reviewing/accepting authority. ..within one month.

2. In case the reporting/reviewing authority fails to furnish the comments in the above mentioned period, the competent authority shall invariably obtain the explanation of such defaulting officials for further necessary action and wherever necessary, remarks in this behalf may also be incorporated in the annual confidential reports of such defaulting officials and the case will be dealt with on merits.

3. It is further emphasised that, as already prescribed in instructions No. 3871-SII(5)-68/14567, dated 24th May, 1968 the remarks recorded in the annual confidential reports against which representation has not been filed within the prescribed time-limit or, if so filed, has been rejected, should not be expunged inspite of the fact that at some later date his succeeding authority has a different view. The procedure laid down in this behalf viz., the succeeding Minister or officer may record his own remarks and get the same also placed on the personel file of the employee where he has a different view on the remarks recorded by the previous Minister/officer, should be strictly implemented in future. In other words, in above mentioned cases, the adverse remarks even if ordered to be expunged, should not be physically obliterated and be retained intact and subsequent orders, in this context, be only placed on the personel file of the employee.

The above mentioned instructions may kindly be brought to the notice of all concerned for strict compliance.

Copy of Punjab Government circular letter No. 15/11/88-1PPI/17179, dated 4th November, 1988, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Writing of Annual Confidential Reports--entry regarding 'integrity'.

I am directed to invite your attention to letter No. 8588-G(C)-56-11533 GI(S)-56/73580, dated 4th October, 1956 (copy enclosed) about report regarding 'integrity'. It has been found that the reporting officers continue to make non-committal remarks regarding 'integrity' in the annual confidential reports of Government employees. While reiterating the spirit of the aforesaid instructions, it has been decided that the column relating to 'integrity' shall be filled up as per the following procedure :--

- (i) If the official's integrity is beyond doubt, it may be so stated.

(ii) If there is any doubt or suspicion, the column should be left blank and action taken as under :--

- (a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the confidential report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the official's work for sufficient time to form a definite judgement or that he has heard nothing against the officer, as the case may be.
- (b) If, as a result of the follow up action, the doubts or suspicions are cleared, the official's integrity should be certified and an entry made accordingly in the Confidential Report.
- (c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the official concerned.
- (d) If, as a result of the follow-up action, the doubts or suspicions are neither cleared nor confirmed, the official's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

2. It is impressed upon all reporting officers that the above mentioned instructions shall be strictly followed in future with effect from ACRs for the year 1988-89, and in case an officer has been given a 'good' report for integrity which is later proved to be wrong, the reporting officer himself would run the risk of earning Government displeasure/disciplinary action.

Copy of letter No. 8588-G (C)-56-11533GI (S)-56/73580, dated 4th October, 1956.

Report regarding integrity.--A special mention should invariably be made regarding the integrity of the officer to which government attached the greatest importance. It should be clearly stated if the officer is suspected of corruption or is believed to be corrupt and this opinion should generally be fortified by reasons, which may be in the possession of the reporting officer. Any ill-considered remarks in this respect may do a lot of mischief and harm. On the other hand, the reporting officer must be quite honest and frank and discuss an officer's worth from the point of view of his integrity openly and frankly in the column "Defects, if any" or elsewhere. Government observe that reporting officers are still following the practice of making non-committal remarks like 'no complaints'. Government view this with disfavour and desire that the practice of making non-committal entries in the column relating to integrity should cease. Reporting officers should give a definite opinion on the integrity of their subordinates while writing their confidential reports. Further, instances have come to the notice of Government in which even though, officers are being

proceeded against for serious forms of corruption their confidential reports for the same period certify their integrity to be good. It is felt that contradictions of this type arise only because reporting officers are failing in their duty to make entries in the column relating to integrity forthrightly and without hesitation. In case an officer has been given a good report for integrity which is later proved to be wrong, the reporting officer will run the risk of earning Government displeasure. Ordinarily, the inference would be that either he did not exercise proper supervision or he was in dishonest collusion with his subordinate. The intention of Government is that the truth about subordinates should be known to reporting officer and brought to the notice of higher authorities. This would not, however, justify the entering of ill-considered remarks based on inadequate observation.

Copy of Punjab Government circular letter No. 15/5/89-IPPI/3726, dated 16th March, 1989, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Writing of Annual Confidential Reports--Strict observance of.

I am directed to invite a reference to Punjab Government circular letter No. 4/6/81-2PP/7908, dated 7th June, 1982 and circular letter No. 4/6/81-2PP/8158, dated 15th July, 1983, which were reiterated,--vide circular letter No. 15/12/87-IPP(I)/1406, dated 25th January, 1988 wherein it has been repeatedly emphasised that there should be no delay in writing Annual Confidential Reports and that it should be ensured that the tendency of late recording/non-recording of confidential reports on the part of the various reporting authorities is curbed. It has, however, been observed that these instructions are not being followed strictly with the result that the case of eligible government employees awaiting confirmation, promotion, etc. get delayed and are not settled in time.

2. It is, therefore, reiterated that the Annual Confidential Reports of the officers/officials should be written by the Reporting Authority and transmitted to the reviewing/accepting authority by the 31st May each year. The reviewing and accepting authority shall record their remarks within a period of one month from the date of receipt of the report from the reporting authority. The Heads of Departments shall furnish to their Administrative Secretaries concerned, a certificate by the 30th September every year, certifying that all the confidential reports in their departments have been duly recorded and placed in personal files of the officers/officials concerned. Further, adverse notice should be taken of those Reporting Authorities who do not record the annual confidential reports on time, and superior officers of such Reporting Authorities may record this lapse in the annual confidential reports of such defaulting Reporting Authorities.

3. Kindly ensure meticulous compliance of these instructions. The receipt of this letter may also be acknowledged.

ਗਸਤੀ ਪੱਤਰ ਨੰ: 15/19/89-1ਪੀਪੀ/1587, ਮਿਤੀ 23 ਜਨਵਰੀ, 1990 ਵਲੋਂ ਪੰਜਾਬ ਸਰਕਾਰ ਪਰਸੋਨਲ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸੁਧਾਰ ਵਿਭਾਗ ਵੱਲ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਆਦਿ, ਆਦਿ ।

ਵਿਸ਼ਾ :--ਮੰਡਲ, ਜ਼ਿਲ੍ਹਾ ਅਤੇ ਉਪ ਮੰਡਲ ਪੱਧਰ ਦੇ ਅਧਿਕਾਰੀਆਂ ਦੀਆਂ ਸਾਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਕ੍ਰਮਵਾਰ ਕਮਿਸ਼ਨਰ, ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਅਤੇ ਉਪ-ਮੰਡਲ ਅਫਸਰ (ਸਿਵਲ) ਵੱਲੋਂ ਲਿਖਣ ਬਾਰੇ ।

ਮੈਨੂੰ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਸਰਕੂਲਰ ਪੱਤਰ ਨੰ: 15/7/78-2ਪੀਪੀ/9027, ਮਿਤੀ 14 ਸਤੰਬਰ, 1979 ਦੇ ਹਵਾਲੇ ਵਿਚ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਧਿਆਨ ਦਿਵਾਂਦੇ ਹੋਏ ਇਹ ਲਿਖਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਆਪ ਨੂੰ ਬੇਨਤੀ ਕੀਤੀ ਗਈ ਸੀ ਕਿ ਆਪਣੇ ਵਿਭਾਗ ਦੇ ਮੰਡਲ, ਜ਼ਿਲ੍ਹਾ ਅਤੇ ਉਪ-ਮੰਡਲ ਪੱਧਰ ਤੇ ਕੰਮ ਕਰ ਰਹੇ ਅਧਿਕਾਰੀਆਂ ਦੀ ਸੂਚੀ ਸਿਧੇ ਹੀ ਸਬੰਧਤ ਕਮਿਸ਼ਨਰ, ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ ਅਤੇ ਉਪ-ਮੰਡਲ ਅਫਸਰ (ਸਿਵਲ) ਨੂੰ ਭੇਜੀ ਜਾਵੇ ਤਾਂ ਜੋ ਉਹ ਤੁਹਾਡੇ ਅਫਸਰਾਂ ਦੀਆਂ ਸਾਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਤੇ ਹੇਠ ਲਿਖੇ ਮੱਤਾਂ ਤੇ ਆਪਣੇ ਕਥਨ ਦਰਜ ਕਰ ਸਕਣ :--

- (i) ਇਮਾਨਦਾਰੀ ਬਾਰੇ ਸੁਹਰਤ
- (ii) ਜਨਤਾ ਨਾਲ ਸਬੰਧ
- (iii) ਉਸਾਰੀ ਸਕੀਮਾਂ ਦੇ ਲਾਗੂ ਕਰਨ ਬਾਰੇ ਕੰਮ ਅਤੇ ਸਰਕਾਰ ਦੀ ਨੀਤੀ

ਇਹ ਵੀ ਬੇਨਤੀ ਕੀਤੀ ਗਈ ਸੀ ਕਿ ਆਪਣੇ ਵਿਭਾਗ ਦੇ ਅਧਿਕਾਰੀਆਂ ਦੀਆਂ ਬਦਲੀਆਂ ਅਤੇ ਤੈਨਾਤੀਆਂ ਬਾਰੇ ਸਬੰਧਤ ਕਮਿਸ਼ਨਰਾਂ/ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਾਂ/ਉਪ-ਮੰਡਲ ਅਫਸਰਾਂ (ਸਿਵਲ) ਨੂੰ ਸਮੇਂ-ਸਮੇਂ ਸਿਰ ਸੂਚਿਤ ਕੀਤਾ ਜਾਇਆ ਕਰੇ । ਸਾਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਦੇ ਫਾਰਮ ਵਿੱਚ ਕਮਿਸ਼ਨਰਾਂ, ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਾਂ ਅਤੇ ਉਪ-ਮੰਡਲ ਅਫਸਰਾਂ (ਸਿਵਲ) ਵੱਲੋਂ ਉਨ੍ਹਾਂ ਦੇ ਕਥਨ ਦਰਜ ਕਰਨ ਲਈ ਅਤੇ ਉਨ੍ਹਾਂ ਦੇ ਕਥਨ ਪ੍ਰਾਪਤ ਕਰਨ ਲਈ ਕਿਹਾ ਗਿਆ ਸੀ । ਇਸ ਬਾਰੇ ਇਹ ਵੀ ਕਿਹਾ ਗਿਆ ਸੀ ਕਿ ਇਨ੍ਹਾਂ ਦੇ ਕਥਨਾਂ ਤੋਂ ਬਗੈਰ ਸਾਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਨੂੰ ਮੁਕੰਮਲ ਨਾ ਸਮਝਿਆ ਜਾਵੇ ।

2. ਸਰਕਾਰ ਦੇ ਧਿਆਨ ਵਿੱਚ ਇਹ ਲਿਆਂਦਾ ਗਿਆ ਹੈ ਕਿ ਉਪਰੋਕਤ ਹਦਾਇਤਾਂ ਦੀ ਪਾਲਣਾ ਪੂਰੀ ਤਰ੍ਹਾਂ ਨਹੀਂ ਕੀਤੀ ਜਾਂਦੀ ਅਤੇ ਕਈ ਵਿਭਾਗਾਂ ਵੱਲੋਂ ਸਾਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਦੇ ਫਾਰਮ ਵੀ ਕਮਿਸ਼ਨਰਾਂ/ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਾਂ/ਉਪ-ਮੰਡਲ ਅਫਸਰਾਂ (ਸਿਵਲ) ਨੂੰ ਉਨ੍ਹਾਂ ਦੇ ਕਥਨ ਦਰਜ ਕਰਨ ਲਈ ਨਹੀਂ ਭੇਜੇ ਜਾਂਦੇ ।

3. ਉਪਰੋਕਤ ਹਦਾਇਤਾਂ ਨੂੰ ਦੁਹਰਾਉਂਦੇ ਹੋਏ ਇਹ ਹਦਾਇਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਇਨ੍ਹਾਂ ਦੀ ਪਾਲਣਾ ਦ੍ਰਿੜ੍ਹਤਾ ਨਾਲ ਕੀਤੀ ਜਾਵੇ ਅਤੇ ਇਹ ਕਾਡਰ ਕੰਟਰੋਲਿੰਗ ਅਥਾਰਟੀ ਲਈ ਜ਼ਰੂਰੀ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਉਹ ਮੰਡਲ/ਜ਼ਿਲ੍ਹਾ/ਉਪ-ਮੰਡਲ (ਸਿਵਲ) ਪੱਧਰ ਦੇ ਅਧਿਕਾਰੀਆਂ ਦੀਆਂ ਸਾਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਸਬੰਧਤ ਕਮਿਸ਼ਨਰ/ਡਿਪਟੀ ਕਮਿਸ਼ਨਰ/ਉਪ-ਮੰਡਲ ਅਫਸਰ (ਸਿਵਲ) ਪਾਸੋਂ ਰਿਕਾਰਡ ਕਰਵਾਉਣਾ ਯਕੀਨੀ ਬਣਾਉਣ ਅਤੇ ਇਨ੍ਹਾਂ ਕਥਨਾਂ ਤੋਂ ਬਿਨਾਂ ਸਾਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟ ਅਧੂਰੀ ਸਮਝੀ ਜਾਵੇ ।

4. ਇਸ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ ।

ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 15/7/90-1ਪੀਪੀ1/7681, ਮਿਤੀ 30 ਅਪ੍ਰੈਲ, 1990 ਵਲੋਂ ਪੰਜਾਬ ਸਰਕਾਰ, ਪਰਸੋਨਲ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸੁਧਾਰ ਵਿਭਾਗ ਵੱਲ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਆਦਿ, ਆਦਿ ।

ਵਿਸ਼ਾ :--ਸਾਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਨੂੰ ਨਿਯਮਤ ਰੂਪ ਵਿੱਚ ਅਤੇ ਸਮੇਂ ਸਿਰ ਲਿਖਣ ਬਾਰੇ ।

ਮੈਨੂੰ ਹਦਾਇਤ ਹੋਈ ਕਿ ਆਪ ਦਾ ਧਿਆਨ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: ਨੰ: 2334-ਏ.ਐਸ.ਆਈ.-60/15708, ਮਿਤੀ 3 ਮਈ, 1960 ਦੇ ਪੈਰਾ 2 ਵੱਲ ਦਿਵਾਇਆ ਜਾਵੇ ਜਿਸ ਵਿੱਚ ਇਹ ਦੱਸਿਆ ਗਿਆ ਹੈ ਕਿ ਸਾਰੇ ਅਧਿਕਾਰੀ ਆਪਣੇ ਅਧੀਨ ਕੰਮ ਕਰ ਰਹੇ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਸਾਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਨਿਯਮਤ ਰੂਪ ਵਿੱਚ ਅਤੇ ਸਮੇਂ ਸਿਰ ਲਿਖਿਆ ਕਰਨ । ਨਿਜੀ ਮਿਸਲਾਂ ਨੂੰ ਮਿਤੀ-ਅੰਤ ਤੱਕ (ਅਪ-ਟੂ-ਡੇਟ) ਰੱਖਿਆ ਜਾਇਆ ਕਰੇ ਅਤੇ ਕੋਈ ਵੀ ਨਿਜੀ ਮਿਸਲ 12 ਮਹੀਨੇ ਤੋਂ ਉਪਰ ਦੇ ਸਮੇਂ ਤੱਕ ਬਿਨਾਂ ਕਥਨਾਂ ਤੋਂ ਨਾ ਰਹਿਣ ਦਿੱਤੀ ਜਾਵੇ ।

2. ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 4/6/81-2ਪੀਪੀ/7908, ਮਿਤੀ 7 ਜੂਨ, 1982 ਦੇ ਪੈਰਾ 1 (vi) ਵਿੱਚ ਇਹ ਵੀ ਦੱਸਿਆ ਗਿਆ ਸੀ ਕਿ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਆਪਣੇ ਸਬੰਧਤ, ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰ ਨੂੰ ਹਰ ਸਾਲ 30 ਸਤੰਬਰ ਤੱਕ ਇਕ ਸਰਟੀਫਿਕੇਟ ਦੇਣਗੇ ਜਿਸ ਵਿੱਚ ਇਹ ਤਸਦੀਕ ਕੀਤਾ ਜਾਇਆ ਕਰੇਗਾ ਕਿ ਉਨ੍ਹਾਂ ਦੇ ਵਿਭਾਗਾਂ ਵਿੱਚ ਸਾਰੀਆਂ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਯੋਗ ਢੰਗ ਨਾਲ ਰਿਕਾਰਡ ਕਰ ਲਈਆਂ ਗਈਆਂ ਹਨ ਅਤੇ ਸਬੰਧਤ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਨਿਜੀ ਮਿਸਲਾਂ ਵਿੱਚ ਰੱਖ ਦਿੱਤੀਆਂ ਗਈਆਂ ਹਨ ।

3. ਸਰਕਾਰ ਦੇ ਧਿਆਨ ਵਿੱਚ ਇਹ ਆਇਆ ਹੈ ਕਿ ਉਪਰੋਕਤ ਹਦਾਇਤਾਂ ਦੀ ਪਾਲਣਾ ਠੀਕ ਢੰਗ ਨਾਲ ਨਹੀਂ ਕੀਤੀ ਜਾ ਰਹੀ ਅਤੇ ਸਿੱਟੇ ਵਜੋਂ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਨਾਮੁਕੰਮਲ ਰਹਿੰਦੀਆਂ ਹਨ ਕਿਉਂ ਜੋ ਇਹ ਬਹੁਤ ਦੇਰ ਬਾਅਦ ਰਿਕਾਰਡ ਕੀਤੀਆਂ ਜਾਂਦੀਆਂ ਹਨ । ਉਪਰੋਕਤ ਹਦਾਇਤਾਂ ਨੂੰ ਮੁੜ ਦੁਹਰਾਉਂਦੇ ਹੋਏ ਇਸ ਗੱਲ ਤੇ ਝੋਰ ਦਿੱਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਆਪਣੇ ਅਧੀਨ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਸਾਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਸਬੰਧੀ ਰਿਕਾਰਡ ਮਿਤੀ ਅੰਤ ਤੱਕ ਮੁਕੰਮਲ ਹੋਣਾ ਚਾਹੀਦਾ ਹੈ । ਆਪ ਜੀ ਨੂੰ ਇਹ ਵੀ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਇਸ ਬਾਰੇ ਰਿਪੋਰਟ ਨਿਯਮਤ ਰੂਪ ਵਿੱਚ ਇਸ ਵਿਭਾਗ ਅਤੇ ਆਪਣੇ ਪ੍ਰਬੰਧਕੀ ਸਕੱਤਰਾਂ ਨੂੰ ਹਰ ਸਾਲ ਦੇ 30 ਸਤੰਬਰ, ਤੱਕ, ਉਪਰੋਕਤ ਦੱਸੀਆਂ ਮਿਤੀ 7 ਜੂਨ, 1982 ਦੀਆਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਭੇਜੀ ਜਾਇਆ ਕਰੇ ।

4. ਇਸ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ ।

Copy of Punjab Government circular letter No. 15/9/90-1PPI/10407, dated the 12th June, 1990, from the Department of Personnel and Administrative Reforms, addressed to all Heads of Departments etc., etc.

Subject.--Substituting the words 'ACR file' for 'Personal File'.

I am directed to refer to the subject noted above and to say that it has been observed by the Government that the words 'Personal File' used in lieu of 'ACR file' in the 'Standing Guide on Annual Confidential Reports' sometimes creates confusion. The matter has, therefore, been reconsidered and it has been decided that the words 'Annual Confidential Report File' may be substituted in place of 'Personal File' in the

'Standing Guide on Annual Confidential Reports' and in the instructions issued, -vide this Department circular letter No. 15/7/90-IPP(1)/7681, dated the 30th April, 1990, wherever these occur.

2. The above amendment may please be brought to the notice of all Officers/Officials working under you for information and necessary action.

3. Kindly acknowledge its receipt.

ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 15/9/90-1ਪੀਪੀ1/10407, ਮਿਤੀ 12 ਜੂਨ, 1990 ਵੱਲੋਂ ਪੰਜਾਬ ਸਰਕਾਰ, ਪਰਸੋਨਲ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸੁਧਾਰ ਵਿਭਾਗ ਵੱਲ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਆਦਿ, ਆਦਿ ।

ਵਿਸ਼ਾ :--ਨਿਜੀ ਮਿਸਲ (ਪਰਸਨਲ ਫਾਈਲ) ਦੀ ਥਾਂ ਤੇ ਸਾਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟ ਮਿਸਲ (ਏ.ਸੀ.ਆਰ. ਫਾਈਲ) ਦੇ ਸ਼ਬਦਾਂ ਦੀ ਵਰਤੋਂ ਕਰਨ ਬਾਰੇ ।

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਹਵਾਲੇ ਵੱਲ ਧਿਆਨ ਦਿਵਾਉਣ ਅਤੇ ਇਹ ਕਹਿਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਸਰਕਾਰ ਦਵਾਰਾ ਇਹ ਪ੍ਰੇਖਣ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ "ਸਟੈਂਡਿੰਗ ਗਾਈਡ ਆਨ ਕੰਨਫੀਡੈਂਸ਼ਿਅਲ ਰਿਪੋਰਟਸ" ਦੇ ਵਿੱਚ ਸਾਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟ ਮਿਸਲ (ਏ.ਸੀ.ਆਰ. ਫਾਈਲ) ਦੀ ਥਾਂ ਤੇ ਨਿਜੀ ਮਿਸਲ (ਪਰਸਨਲ ਫਾਈਲ) ਦੇ ਵਰਤੋਂ ਵਿੱਚ ਲਿਆਂਦੇ ਗਏ ਸ਼ਬਦ ਕਈ ਵਾਰ ਉਲਝਣ ਪੈਦਾ ਕਰਦੇ ਹਨ, ਇਸ ਲਈ ਇਹ ਮਾਮਲਾ ਮੁੜ ਵਿਚਾਰਿਆ ਗਿਆ ਹੈ ਅਤੇ ਇਹ ਫੈਸਲਾ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ "ਸਟੈਂਡਿੰਗ ਗਾਈਡ ਆਨ ਕੰਨਫੀਡੈਂਸ਼ਿਅਲ ਰਿਪੋਰਟਸ" ਅਤੇ ਇਸ ਵਿਭਾਗ ਦੇ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 15/7/90-1ਪੀਪੀ(1)/7681, ਮਿਤੀ 30 ਮਾਰਚ, 1990 ਰਾਹੀਂ ਜਾਰੀ ਕੀਤੀਆਂ ਹਦਾਇਤਾਂ ਵਿੱਚ ਨਿਜੀ ਮਿਸਲ (ਪਰਸਨਲ ਫਾਈਲ) ਦੀ ਥਾਂ ਤੇ ਸਾਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟ ਮਿਸਲ (ਐਨੂਅਲ ਕੰਨਫੀਡੈਂਸ਼ਿਅਲ ਰਿਪੋਰਟ ਫਾਈਲ) ਦੇ ਸ਼ਬਦਾਂ ਦੀ, ਜਿਥੇ ਕਿਥੇ ਵੀ ਇਹ ਆਉਣ, ਵਰਤੋਂ ਕੀਤੀ ਜਾਵੇ ।

2. ਉਪਰੋਕਤ ਸੋਧ ਆਪਣੇ ਅਧੀਨ ਕੰਮ ਕਰ ਰਹੇ ਸਾਰੇ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਦੀ ਸੂਚਨਾਂ ਅਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਲਈ ਧਿਆਨ ਵਿੱਚ ਲਿਆ ਦਿੱਤੀ ਜਾਵੇ ਜੀ ।

3. ਇਸ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ ।

ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 15/9/91-1ਪੀਪੀ1/11566, ਮਿਤੀ 8 ਅਗਸਤ, 1991, ਵੱਲੋਂ ਪ੍ਰਸੋਨਲ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸੁਧਾਰ ਵਿਭਾਗ ਵੱਲ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਆਦਿ ।

ਵਿਸ਼ਾ :--ਪ੍ਰਤੀਨਿਯੁਕਤੀ ਤੇ ਗਏ ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਸਾਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਵਿੱਚ ਪ੍ਰਤੀਕੂਲ ਕਥਨਾਂ ਵਿਰੁੱਧ ਪ੍ਰਤੀਬੇਨਤੀਆਂ ਦਾ ਨਿਪਟਾਰਾ ।

ਮੈਨੂੰ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਆਪ ਜੀ ਦਾ ਧਿਆਨ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 6257-ਜੀ.ਆਈ. 59/1587, ਮਿਤੀ 13 ਜਨਵਰੀ, 1960 ਵੱਲ ਦਿਵਾਵਾਂ ਜਿਸ ਰਾਹੀਂ ਇਹ ਸਪਸ਼ਟ ਕੀਤਾ ਗਿਆ ਸੀ ਕਿ ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਸਾਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਪ੍ਰਾਪਤ ਕਰਨ, ਉਨ੍ਹਾਂ ਦੇ ਰੱਖ ਰਖਾਓ ਅਤੇ ਪ੍ਰਤੀਕੂਲ ਕਥਨਾਂ ਵਿਰੁੱਧ ਪ੍ਰਤੀ ਬੇਨਤੀਆਂ ਦਾ ਨਿਪਟਾਰਾ ਕਰਨ ਦਾ ਅਧਿਕਾਰ ਸਬੰਧਤ ਕਰਮਚਾਰੀ ਦੇ ਨਿਯੁਕਤੀ ਅਧਿਕਾਰੀ ਦਾ ਹੈ । ਇਸ ਸਬੰਧ ਵਿੱਚ ਕੁਝ ਅਜਿਹੇ ਕੇਸ ਇਸ ਵਿਭਾਗ ਦੇ ਨੋਟਿਸ ਵਿੱਚ ਆਏ ਹਨ ਜਿਥੇ ਦੂਸਰੇ ਵਿਭਾਗਾਂ/ਦੂਸਰੀ ਸਰਕਾਰ/ਔਪ ਸਰਕਾਰੀ ਸੰਸਥਾਵਾਂ, ਵਿੱਚ ਬਦਲੀ/ਪ੍ਰਤੀਨਿਯੁਕਤੀ ਤੇ ਗਏ ਸਰਕਾਰੀ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਮਿਲੇ

ਪ੍ਰਤੀਕੂਲ ਕਥਨਾਂ ਵਿਰੁੱਧ ਪ੍ਰਤੀਬੇਨਤੀਆਂ ਦਾ ਨਿਪਟਾਰਾ ਕਰਨ ਲਈ ਕੌਣ ਸਮੱਰਥ ਅਧਿਕਾਰੀ ਹੈ, ਬਾਰੇ ਕੋਈ ਸਪਸ਼ਟ ਹਦਾਇਤਾਂ ਨਾ ਹੋਣ ਕਰਕੇ ਕਈ ਪ੍ਰਕਾਰ ਦੇ ਵਿਚਾਰ ਰੱਖੇ ਜਾਂਦੇ ਹਨ।

2. ਇਸ ਮਸਲੇ ਤੇ ਮੁੜ ਵਿਚਾਰ ਕੀਤਾ ਗਿਆ ਹੈ ਅਤੇ ਇਹ ਸਪਸ਼ਟ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਦੂਸਰੇ ਵਿਭਾਗ/ਦੂਸਰੀ ਸਰਕਾਰ/ਐਧ ਸਰਕਾਰੀ ਸੰਸਥਾ ਵਿੱਚ ਬਦਲੀ/ਪ੍ਰਤੀਨਿਯੁਕਤੀ ਤੇ ਗਏ ਸਰਕਾਰੀ ਕਰਮਚਾਰੀ ਦੀ ਸਾਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟ ਵਿੱਚ ਪ੍ਰਤੀਨਿਯੁਕਤੀ ਤੇ ਲੈਣ ਵਾਲੀ ਸੰਸਥਾ ਦੇ ਸਮੱਰਥ ਅਧਿਕਾਰੀ ਵੱਲੋਂ ਦਿੱਤੇ ਪ੍ਰਤੀਕੂਲ ਕਥਨਾ ਬਾਰੇ ਕਰਮਚਾਰੀ ਨੂੰ ਸੂਚਿਤ ਕਰਨਾ ਅਤੇ ਅਜਿਹੇ ਕਥਨਾ ਵਿਰੁੱਧ ਸਬੰਧਤ ਕਰਮਚਾਰੀ ਵੱਲੋਂ ਦਿੱਤੀ ਪ੍ਰਤੀਬੇਨਤੀ ਤੇ ਅੰਤਮ ਫੈਸਲਾ ਲੈਣ ਲਈ ਸਬੰਧਤ ਕਰਮਚਾਰੀ ਦਾ ਨਿਯੁਕਤੀ ਅਧਿਕਾਰੀ ਹੀ ਸਮੱਰਥ ਅਧਿਕਾਰੀ ਹੈ।

3. ਇਹ ਹਦਾਇਤਾਂ ਸਮੂਹ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਦੇ ਧਿਆਨ ਵਿੱਚ ਲਿਆ ਦਿੱਤੀਆਂ ਜਾਣ।

Copy of Punjab Government circular letter No. 15/9/91-1PPI/1227 dated 24th January, 1992 from the Department of Personnel and Administrative Reforms, addressed to all the Financial Commissioners and Administrative Secretaries to Government, Punjab and all Heads of Departments etc. etc.

Subject : Writing of Annual Confidential Reports of the Non-IAS/PCS Heads of Departments during President's Rule.

I am directed to invite your attention to the subject cited above and to say that it has been decided that the Annual Confidential Reports of NON-IAS/PCS incumbents of Heads of Department should be submitted to the Government for recording his assessment.

This decision will remain in force only upto the end of President's Rule.

3. Kindly acknowledge its receipt.

Copy of Punjab Government circular letter No. 15/9/91-IPPI/2264, dated 13th February, 1992, from the Department of Personnel and Administrative Reforms, addressed to all the Financial Commissioners and Administrative Secretaries to Government, Punjab and all Heads of Departments, etc., etc.

Subject : Writing of Annual Confidential Reports of the Non-IAS/PCS/Chairmen of Corporations/Autonomous bodies in the State during President's Rule.

I am directed to invite your attention to the subject cited above and to say that it has been decided that the Annual Confidential Reports of Departmental incumbents of Chairmen of State Corporations/Autonomous bodies should be submitted to the Governor for recording his assessment.

2. This decision will remain in force only upto the end of President's Rule.

3. Kindly acknowledge its receipt.

Copy of Punjab Government circular letter No. 15/9/91-1PPI/2265, dated 13th February 1992, from the Department of Personnel and Administrative Reforms, addressed to all the Financial Commissioners and Administrative Secretaries to Government, Punjab and all Heads of Departments etc., etc.

Subject : Writing of Annual Confidential Reports of the Non-IAS/PCS Heads of Departments during President's Rule.

I am directed to invite your attention to Circular letter No. 15/9/91-1PPI/1227, dated 24th January, 1992 on the subject cited above and to say that the word 'Government' should be substituted with the word 'Governor' in the circular letter under reference.

ਰਾਸ਼ਟਰੀ ਪੱਤਰ ਨੰ: 15/9/91-1ਪੀਪੀ1/6252, ਮਿਤੀ 22 ਅਪ੍ਰੈਲ, 1993 ਵੱਲੋਂ ਪ੍ਰਸ਼ੇਲ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸੁਧਾਰ ਵਿਭਾਗ ਵੱਲ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਆਦਿ ।

ਵਿਸ਼ਾ : ਰਾਜ ਸਰਕਾਰ ਦੇ ਅਧਿਕਾਰੀਆਂ ਦੀਆਂ ਰਾਸ਼ਟਰਪਤੀ ਰਾਜ ਦੌਰਾਨ (ਮਿਤੀ 12 ਮਈ, 1987 ਤੋਂ 24 ਫਰਵਰੀ, 1992 ਤੱਕ) ਲਿਖੀਆਂ ਗਈਆਂ ਸਾਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਬਾਰੇ ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਵੱਲ ਆਪ ਜੀ ਦਾ ਧਿਆਨ ਦਿਵਾਉਂਦੇ ਹੋਏ ਮੈਨੂੰ ਇਹ ਲਿਖਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਸਰਕਾਰ ਦੇ ਧਿਆਨ ਵਿੱਚ ਇਹ ਲਿਆਂਦਾ ਗਿਆ ਹੈ ਕਿ ਰਾਸ਼ਟਰਪਤੀ ਰਾਜ ਦੇ ਦੌਰਾਨ (ਮਿਤੀ 12 ਮਈ, 1987 ਤੋਂ ਮਿਤੀ 24 ਫਰਵਰੀ, 1992 ਤੱਕ) ਰਿਪੋਰਟਿੰਗ ਅਧਿਕਾਰੀਆਂ ਵਲੋਂ ਸਾਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਲਿਖੀਆਂ ਗਈਆਂ ਪਰ ਇਹ ਰਿਪੋਰਟਾਂ ਰਿਵਿਊਇੰਗ ਜਾਂ ਐਕਸਪੈਟਿੰਗ ਅਧਿਕਾਰੀਆਂ ਵਲੋਂ ਨਹੀਂ ਲਿਖੀਆਂ ਜਾ ਸਕੀਆਂ, ਜਦ ਕਿ ਅਜਿਹੇ ਅਧਿਕਾਰੀ ਰਾਜਪਾਲ ਜੀ ਦੇ ਸਲਾਹਕਾਰ ਜਾਂ ਮਾਨਯੋਗ ਰਾਜਪਾਲ ਜੀ ਸਨ ਕਿਉਂ ਜੋ ਇਨ੍ਹਾਂ ਦੀਆਂ ਛੇਤੀ ਛੇਤੀ ਤਬਦੀਲੀਆਂ ਹੁੰਦੀਆਂ ਰਹੀਆਂ । ਫਲਸਰੂਪ ਸਾਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਇਕੋ ਅਧਿਕਾਰੀ ਵਲੋਂ ਲਿਖੀਆਂ ਰਹਿ ਗਈਆਂ । ਰਿਵਿਊਇੰਗ ਜਾਂ ਐਕਸਪੈਟਿੰਗ ਅਧਿਕਾਰੀਆਂ ਦੁਆਰਾ ਰਿਪੋਰਟਾਂ ਨਾ ਲਿਖੇ ਜਾਣ ਕਾਰਨ ਰਿਪੋਰਟਿੰਗ ਅਧਿਕਾਰੀਆਂ ਵਲੋਂ ਕੁਝ ਕੇਸਾਂ ਵਿੱਚ ਰਿਪੋਰਟਾਂ ਵਿੱਚ ਵਧਾ ਕੇ ਮੁੱਲਅੰਕਣ ਕੀਤੇ ਗਏ ਅਤੇ ਕੁਝ ਕੇਸਾਂ ਵਿੱਚ ਅਧਿਕਾਰੀਆਂ ਦੇ ਕੰਮ-ਕਾਜ ਦਾ ਮੁੱਲਅੰਕਣ ਉਹਨਾਂ ਦੇ ਵਿਰੁੱਧ ਕੀਤਾ ਗਿਆ । ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਇਹ ਜ਼ਰੂਰੀ ਹੈ ਕਿ ਘਟੇ ਘੱਟ ਦੇ ਅਧਿਕਾਰੀਆਂ ਵਲੋਂ ਰਿਪੋਰਟਾਂ ਲਿਖੀਆਂ ਜਾਣ, ਜਿਥੇ ਦੋ ਜਾਂ ਦੋ ਤੋਂ ਵੱਧ ਅਧਿਕਾਰੀਆਂ ਵਲੋਂ ਲਿਖੀਆਂ ਜਾਣੀਆਂ ਜ਼ਰੂਰੀ ਹਨ । ਇਸ ਤਰ੍ਹਾਂ ਬਰਾਬਰਤਾ, ਨਿਆਂ ਅਤੇ ਫੇਅਰ-ਪਲੇ ਦੇ ਅਸੂਲ ਨੂੰ ਸਾਹਮਣੇ ਰੱਖਦੇ ਹੋਏ ਇਹ ਫੈਸਲਾ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ ਉਨ੍ਹਾਂ ਸਾਰੀਆਂ ਸਾਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਸਬੰਧੀ, ਜਿਹੜੀਆਂ ਕਿ ਰਾਜ ਸਰਕਾਰ ਦੇ ਅਧਿਕਾਰੀਆਂ ਦੀਆਂ ਰਾਸ਼ਟਰਪਤੀ ਰਾਜ ਦੌਰਾਨ ਰਿਪੋਰਟਿੰਗ ਅਧਿਕਾਰੀਆਂ ਵਲੋਂ ਹੀ ਲਿਖੀਆਂ ਗਈਆਂ ਅਤੇ ਰਿਵਿਊਇੰਗ ਜਾਂ ਐਕਸਪੈਟਿੰਗ ਅਧਿਕਾਰੀਆਂ ਵਲੋਂ ਨਹੀਂ ਲਿਖੀਆਂ ਜਾ ਸਕੀਆਂ, ਜਿਥੇ ਕਿ ਉਨ੍ਹਾਂ ਦੇ ਰਿਵਿਊਇੰਗ ਜਾਂ ਐਕਸਪੈਟਿੰਗ ਅਧਿਕਾਰੀ ਰਾਜਪਾਲ ਜੀ ਦੇ ਸਲਾਹਕਾਰ ਜਾਂ ਮਾਨਯੋਗ ਰਾਜਪਾਲ ਜੀ ਸਨ, ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਵੇ :-

(ੳ) ਉਨ੍ਹਾਂ ਸਾਰੇ ਕੇਸਾਂ ਵਿੱਚ ਜਿਥੇ ਕਿ ਸਾਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਇਕੋ ਅਧਿਕਾਰੀ ਵਲੋਂ ਲਿਖੀਆਂ ਗਈਆਂ ਹਨ, ਤੈਂਨੇ ਕਥਨ, ਜੇ ਹੋਣ ਤਾਂ, ਉਨ੍ਹਾਂ ਨੂੰ ਸਾਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਵਿੱਚੋਂ ਖਾਰਜ ਕਰ ਦਿੱਤਾ ਜਾਵੇ ।

(ਅ) ਉਹ ਸਾਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ, ਜਿਹੜੀਆਂ ਕਿ ਇਕੋ ਅਧਿਕਾਰੀ ਵਲੋਂ ਲਿਖੀਆਂ ਗਈਆਂ ਹਨ ਅਤੇ ਅਜੇ ਅੰਤਿਮ ਰੂਪ ਵਿੱਚ ਉਹ ਰਿਪੋਰਟਾਂ ਮੁਕੰਮਲ ਨਹੀਂ ਹਨ,

ਉਹ ਰਿਕਾਰਡ ਉਤੇ ਨਾ ਰੱਖੀਆਂ ਜਾਣ ਅਤੇ ਇਹ ਸਰਟੀਫਿਕੇਟ ਰਿਕਾਰਡ ਕਰ ਦਿੱਤਾ ਜਾਵੇ ਕਿ ਸਾਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟ ਨਹੀਂ ਲਿਖੀ ਗਈ ਹੈ ।

(ੲ) ਜਿਥੇ ਰਿਵਿਊਇੰਗ/ਐਕਸਪੈਰਟਿੰਗ ਅਧਿਕਾਰੀਆਂ ਵਲੋਂ ਵੱਖਰੇ ਰਿਮਾਰਕਸ ਦਿੱਤੇ ਗਏ ਹਨ, ਉਨ੍ਹਾਂ ਰਿਪੋਰਟਾਂ ਨੂੰ ਰਿਪੋਰਟਿੰਗ ਅਧਿਕਾਰੀ ਵਲੋਂ ਲਿਖੀ ਗਈ ਰਿਪੋਰਟ ਦੇ ਨਾਲ ਮਿਲਾ ਦਿੱਤਾ ਜਾਵੇ ।

2. ਉਪਰੋਕਤ ਫੈਸਲੇ ਉਨ੍ਹਾਂ ਸਾਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਤੇ ਲਾਗੂ ਹੋਣਗੇ ਜਿਹੜੀਆਂ ਕਿ ਰਾਸ਼ਟਰਪਤੀ ਰਾਜ ਦੌਰਾਨ ਦੇ ਸਮੇਂ ਮਿਤੀ 12 ਮਈ, 1987 ਤੋਂ ਮਿਤੀ 24 ਫਰਵਰੀ, 1992 ਦੇ ਸਬੰਧੀ ਲਿਖੀਆਂ ਜਾਣੀਆਂ ਸਨ ।

3. ਉਪਰੋਕਤ ਹਦਾਇਤਾਂ ਸਬੰਧਤ ਅਧਿਕਾਰੀਆਂ ਦੇ ਧਿਆਨ ਵਿੱਚ ਲਿਆ ਦਿੱਤੀਆਂ ਜਾਣ ।

4. ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਪਹੁੰਚ-ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ ।

Copy of Punjab Government circular letter No. 15/23/92-1PPI/9158, dated 28th May, 1993, from the Department of Personnel and Administrative Reforms, addressed to all the Financial Commissioners and Administrative Secretaries to Government, Punjab and all Heads of Departments, etc., etc.

Subject : Writing of Annual Confidential Reports and Communication of adverse remarks etc. prescribing of revised time schedule.

I am directed to invite a reference to Punjab Government Circular letter No. 4/6/81-2PP/7908, dated 7th June, 1982; No. 4/6/81-2PP/8158, dated the 15th July, 1983 and No. 15/11/88-1PPI/17178, dated the 4th November, 1988, on the subject cited above and to say that it has been observed that Annual Confidential Reports of the employees are not being recorded within the stipulated period as laid down in the Punjab Government instructions. Non-writing of the Annual Confidential Reports within the prescribed time affects proper personnel management and career prospects of the concerned employee(s). This aspect of the matter has already been brought out pointedly in the previous instructions.

2. The matter has been considered with a view to revising the time schedule, already prescribed and to remove the discrepancies in the previous instructions. The revised policy regarding the time schedule for writing Annual Confidential Reports and for the communication of adverse remarks/disposal of representations against adverse remarks is given below :--

- (1) The Cadre Controlling Authority shall furnish to the Reporting Authority concerned, the Annual Confidential Report Forms by the 10th April, each year.
- (2) The Annual Confidential Reports shall be written for each financial year by the Reporting Authority by the 30th June each year.

- (3) The Reporting Authority would be responsible for sending the Annual Confidential Reports to the next higher authority by the 30th June each year under intimation to the Cadre Controlling Authority.
- (4) The Reviewing Authority shall record its remarks by the 15th August each year and should pass it on to the next higher authority (Accepting Authority), if any, with a copy for intimation to the Cadre Controlling Authority, within the prescribed period. If there is no next higher authority, then the report may be sent back to Cadre Controlling Authority. The Accepting Authority shall record its remarks by 30th September each year and send it back to the Cadre Controlling Authority within the prescribed time schedule i.e. 30th September each year.
- (5) The Cadre Controlling Authority will maintain a register showing the movement of each Annual Confidential Report, such registers will be checked at random by the Department of Personnel.
- (6) The Heads of Departments shall furnish to their Administrative Secretaries concerned a certificate by 30th November every year certifying that the Annual Confidential Reports in their Departments have been duly recorded and placed in personal files of the officers/officials concerned.
- (7) In case Annual Confidential Report in respect of any employee is not received duly recorded from the Reporting/Reviewing/Accepting Authority by 30th September by the Cadre Controlling Authority, the latter would initiate disciplinary action against the defaulting officer(s) (who have not written the report) and give him/them a last chance to write the report. However, inspite of this, if the report is not written, the Cadre Controlling Authority may initiate proceedings for minor penalty against the defaulter(s). If for any reasons, the report is not received latest by 31st December, a "No Report Certificate" duly signed by the Competent Authority should be added in the personal file of the employee concerned. Reports received after 31st December each year should not be placed on the personal files of the employees concerned and will be treated as invalid reports. However, in case, the report has been recorded within the prescribed time schedule, but could not reach the Cadre Controlling Authority due to justified reasons; for example misplacement of the report in transit, such a report should be placed on the personal file within a period of six months, i.e. upto 30th June of the year following in consultation with the Department of Personnel.

- (8) Adverse remarks recorded in the Annual Confidential Reports should be communicated within a period of one month of the receipt of the Annual Confidential Reports.
- (9) A representation against adverse remarks can be made within a period of three months from the date of conveying of adverse remarks.
- (10) Comments on the representation against adverse remarks may be obtained from the Reporting/Reviewing/Accepting Authority within a period of 3 months of the receipt of the representation. Letters for comments should go to the three authorities simultaneously. If the comments are not received within a period of three months, it will be presumed that no comments are to be given and further action should be taken immediately on merits of each case.
- (11) the final decision on the representation against the adverse remarks may be taken within a period of two months of the receipt of comments on the representations. This period shall also include the period for personal hearing.

3. For strict observance of the time schedule now revised and prescribed for writing of Annual Confidential Reports by the Reporting/Reviewing/Accepting Authorities, disciplinary proceedings for imposition of minor penalty will be initiated against the authorities for not writing the reports within the prescribed time schedule as stated above in Para 2(7). However, in the case of H.E. the Governor of Punjab (in case of President's Rule) or Ministers; the Secretary to Ministers/Private Secretaries to Ministers or Secretary/Private Secretary to H.E., the Governor, will ensure the writing of the Annual Confidential Reports by the Governor/Ministers within the prescribed time schedule.

4. Cadre Controlling Authorities may also decide to introduce desk system for writing of Annual Confidential Reports in case of big Departments like Education, Health, Food and Civil Supplies, Irrigation and Power, Excise and Taxation, Industries, Transport, P.W.D. etc. on the lines desk marking is done for examinations.

5. Cadre Controlling Authorities should also simplify the proforma prescribed for writing of Annual Confidential Report by them keeping in view the nature of duties, responsibilities and functions etc. etc. so as to ensure that there is no delay in writing of the reports because of the lengthy proforma.

6. The revised time schedule may be given effect to for the Annual Confidential Reports for the year 1992-93 and onwards.

ਗਸਤੀ ਪੱਤਰ ਨੰ: 15/4/96-1ਪੀ.ਪੀ.1/10236, ਮਿਤੀ 14 ਜੂਨ, 1996 ਦੀ ਕਾਪੀ ਵਲੋਂ ਪੰਜਾਬ ਸਰਕਾਰ ਪ੍ਰਸੈਨਲ ਵਿਭਾਗ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਆਦਿ ਨੂੰ ਸੰਬੋਧਤ ਹੈ।

ਵਿਸ਼ਾ : ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਦੰਡ ਅਤੇ ਅਪੀਲ) ਨਿਯਮ 1970 ਅਧੀਨ ਜਾਰੀ ਹੁਕਮਾਂ ਨੂੰ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਦੀ ਮਿਸਲ ਵਿੱਚ ਰੱਖਣ ਬਾਰੇ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਵੱਲ ਆਪ ਦਾ ਧਿਆਨ ਦਿਵਾਉਂਦੇ ਹੋਏ ਇਹ ਲਿਖਣ ਦੀ ਮੈਨੂੰ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਲਿਖਣ ਸਬੰਧੀ ਜਾਰੀ ਹਦਾਇਤਾਂ ਵਿੱਚ ਇਹ ਗੱਲ ਦਰਜ ਕੀਤੀ ਗਈ ਹੈ ਕਿ ਕਿਹੜੇ-ਕਿਹੜੇ ਦਸਤਾਵੇਜ਼ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਦੀ/ਵਾਲੀ ਮਿਸਲ ਵਿੱਚ ਰੱਖਣੇ ਹਨ। ਹੋਰ ਗੱਲਾਂ ਤੋਂ ਇਲਾਵਾ ਇਹ ਲਿਖਿਆ ਹੋਇਆ ਹੈ ਕਿ ਪੰਜਾਬ ਸਿਵਲ ਸੇਵਾਵਾਂ (ਦੰਡ ਅਤੇ ਅਪੀਲ) ਨਿਯਮਾਂ ਦੇ ਅਧੀਨ ਮਿਥਿਆਂ ਸਜ਼ਾਵਾਂ ਵਿਚੋਂ ਸਜ਼ਾ ਦੇਣ ਬਾਰੇ ਜਾਰੀ ਹੁਕਮਾਂ ਨੂੰ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਦੀ/ਵਾਲੀ ਮਿਸਲ ਵਿੱਚ ਰੱਖਿਆ ਜਾਵੇ। ਪਰ ਇਸ ਬਾਰੇ ਕੋਈ ਉਪਬੰਧ ਨਹੀਂ ਹੈ ਕਿ ਅਪੀਲ ਵਿੱਚ ਜਾਰੀ ਕੀਤੇ ਹੁਕਮਾਂ ਸਬੰਧੀ ਕੀ ਕਾਰਵਾਈ ਕਰਨੀ ਹੈ। ਸਮਰੱਥ ਅਧਿਕਾਰੀ ਵੱਲੋਂ ਦਿੱਤੀ ਸਜ਼ਾ ਨੂੰ ਖਤਮ ਕਰਨ ਦੇ ਜੋ ਹੁਕਮ ਹੁੰਦੇ ਹਨ/ਕੀਤੇ ਜਾਂਦੇ ਹਨ ਤਾਂ ਕੀ ਅਜਿਹੇ ਹੁਕਮਾਂ ਦੀ ਕਾਪੀ ਨੂੰ ਗੁਪਤ ਰਿਪੋਰਟ ਵਾਲੀ ਮਿਸਲ ਵਿੱਚ ਰੱਖ ਦੇਣਾ ਹੈ ਜਾਂ ਸਜ਼ਾ ਦੇ ਹੁਕਮ ਨੂੰ ਵੀ ਮਿਸਲ ਵਿਚੋਂ ਕੱਢ ਦੇਣਾ ਹੈ। ਇਸ ਮਾਮਲੇ ਤੇ ਸਰਕਾਰ ਵੱਲੋਂ ਵਿਚਾਰ ਕੀਤੀ ਗਈ ਹੈ ਅਤੇ ਫੈਸਲਾ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ ਦੰਡ ਅਤੇ ਅਪੀਲ ਨਿਯਮਾਂ ਦੇ ਅਧੀਨ ਜਿਹੜੇ ਅਪੀਲ ਵਿੱਚ ਸਮਰੱਥ ਅਧਿਕਾਰੀ ਵੱਲੋਂ ਹੁਕਮ ਜਾਰੀ ਹੁੰਦੇ ਹਨ/ਕੀਤੇ ਜਾਂਦੇ ਹਨ, ਉਹਨਾਂ ਨੂੰ ਵੀ ਗੁਪਤ ਰਿਪੋਰਟ ਦੀ ਮਿਸਲ ਵਿੱਚ ਰੱਖ ਦੇਣਾ ਹੈ ਅਤੇ ਪਹਿਲਾਂ ਰੱਖੇ ਸਜ਼ਾ ਵਾਲੇ ਹੁਕਮ ਦੀ ਕਾਪੀ ਉਤੇ ਸਮਰੱਥ ਅਧਿਕਾਰੀ ਵੱਲੋਂ ਨਾਲ ਦੀ ਨਾਲ ਢੁਕਵਾਂ ਇੰਦਰਾਜ਼ ਵੀ ਕਰ ਦਿੱਤਾ ਜਾਵੇ। ਇਥੇ ਇਹ ਵੀ ਸਪਸ਼ਟ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਜੇਕਰ ਆਰੰਭੀ ਗਈ ਅਨੁਸ਼ਾਸਨੀ ਕਾਰਵਾਈ ਨੂੰ ਸ਼ੁਰੂ-ਸ਼ੁਰੂ ਵਿੱਚ ਹੀ ਬਿਨਾਂ ਕੋਈ ਸਜ਼ਾ ਦਿੱਤੇ ਖਤਮ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਤਾਂ ਇਸ ਸਬੰਧੀ ਜਾਰੀ ਕੀਤਾ ਕੋਈ ਵੀ ਪੱਤਰ ਮਿਸਲ ਵਿੱਚ ਨਹੀਂ ਰੱਖਣਾ ਹੈ।

2. ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ।

ਗਸਤੀ ਪੱਤਰ ਨੰ: 15/10/94-1ਪੀ.ਪੀ.1/14065, ਮਿਤੀ 16 ਅਗਸਤ, 1996 ਦੀ ਕਾਪੀ ਵਲੋਂ ਪੰਜਾਬ ਸਰਕਾਰ ਪ੍ਰਸੈਨਲ ਵਿਭਾਗ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਆਦਿ ਨੂੰ ਸੰਬੋਧਤ ਹੈ।

ਵਿਸ਼ਾ : ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਲਿਖਣ, ਭੈੜੇ ਕਥਨ ਦੱਸਣ ਅਤੇ ਭੈੜੇ ਕਥਨਾਂ ਵਿਰੁੱਧ ਪ੍ਰਤੀ-ਬੇਨਤੀਆਂ ਦਾ ਨਿਪਟਾਰਾ ਕਰਨ ਸਬੰਧੀ ਮਿਥੀ ਸਮੇਂ ਸਾਰਣੀ ਦੀ ਪਾਲਣਾ ਬਾਰੇ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਮੈਨੂੰ ਸਰਕਾਰ ਦੇ ਗਸਤੀ ਪੱਤਰ ਨੰ: 15/23/92-1ਪੀ.ਪੀ.1/9158, ਮਿਤੀ 28 ਮਈ, 1993 ਵੱਲ ਧਿਆਨ ਦਿਵਾਉਣ ਅਤੇ ਇਹ ਲਿਖਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਰਾਹੀਂ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਲਿਖਣ, ਭੈੜੇ ਕਥਨ ਦੱਸਣ ਅਤੇ ਭੈੜੇ ਕਥਨਾਂ ਵਿਰੁੱਧ ਕੀਤੀਆਂ ਪ੍ਰਤੀ-ਬੇਨਤੀਆਂ ਦਾ ਨਿਪਟਾਰਾ ਕਰਨ ਬਾਰੇ ਸਮੇਂ-ਸਾਰਣੀ ਨਿਸ਼ਚਿਤ ਕੀਤੀ ਗਈ ਹੈ। ਇਹ ਵੇਖਣ ਵਿੱਚ ਆਇਆ ਹੈ ਕਿ ਇਹਨਾਂ ਹਦਾਇਤਾਂ ਦੀ ਪਾਲਣਾ ਸਬੰਧੀ ਪੂਰਾ-ਪੂਰਾ ਧਿਆਨ ਨਹੀਂ ਦਿੱਤਾ ਜਾ ਰਿਹਾ ਹੈ, ਜਿਸਦੇ ਕਾਰਨ ਨਾ ਤਾਂ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਮਿਥੇ ਸਮੇਂ ਅੰਦਰ ਲਿਖੀਆਂ ਜਾਂਦੀਆਂ ਹਨ, ਨਾ ਹੀ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਵਿੱਚ ਦਰਜ ਭੈੜੇ ਕਥਨਾਂ ਨੂੰ ਨਿਸ਼ਚਿਤ ਸਮੇਂ ਅੰਦਰ ਕਨਵੇ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਅਤੇ ਨਾ ਹੀ ਭੈੜੇ ਕਥਨਾਂ ਵਿਰੁੱਧ ਪ੍ਰਾਪਤ ਪ੍ਰਤੀ-ਬੇਨਤੀਆਂ ਦਾ ਨਿਪਟਾਰਾ ਮਿਥੇ ਸਮੇਂ ਅੰਦਰ ਕੀਤਾ ਜਾਂਦਾ ਹੈ। ਅਜਿਹੀ ਕਾਰਵਾਈ ਕਾਰਨ ਕਰਮਚਾਰੀਆਂ/ਅਧਿਕਾਰੀਆਂ ਦੇ ਸੇਵਾ ਸਬੰਧੀ ਮਾਮਲਿਆਂ ਤੇ ਭੈੜਾ ਅਸਰ ਪੈਂਦਾ ਹੈ। ਜਿਵੇਂ ਕਿ ਸਮੇਂ ਸਿਰ ਗੁਪਤ ਰਿਪੋਰਟ ਜੇਕਰ ਨਹੀਂ ਲਿਖੀ ਜਾਂਦੀ ਹੈ ਤਾਂ ਉਸਦੀ ਤਰੱਕੀ ਸਬੰਧੀ ਜਾਂ ਪ੍ਰਵੀਨਤਾ ਤਰੱਕੀ ਦੇਣ ਦੇ ਕੇਸ ਤੇ ਜਾਂ ਉਚੇਰੇ ਸਕੇਲਾਂ ਵਿੱਚ ਪਲੇਸਮੈਂਟ ਕਰਨ ਆਦਿ ਆਦਿ ਤੇ ਵਿਚਾਰ ਕਰਨ

ਵੇਲੇ ਹੁਕਾਵਟ ਪੈਂਦੀ ਹੈ । ਇਸੇ ਤਰ੍ਹਾਂ, ਭੈੜੇ ਕਥਨਾਂ ਨੂੰ ਜੇਕਰ ਸਮੇਂ-ਸਿਰ ਨਾ ਦੱਸਿਆ ਜਾਵੇ ਅਤੇ ਇਨ੍ਹਾਂ ਵਿਰੁੱਧ ਕੀਤੀ ਗਈ ਪ੍ਰਤੀ-ਬੇਨਤੀ ਤੇ ਸਮੇਂ-ਸਿਰ ਫੈਸਲਾ ਨਾ ਕੀਤਾ ਜਾਵੇ ਤਾਂ ਵੀ ਉਪਰੋਕਤ ਦੋਸ਼ੇ ਸੇਵਾ ਮਾਮਲਿਆਂ ਵਿੱਚ ਵਿਚਾਰ ਕਰਨ ਲਈ ਮੁਸ਼ਕਲ ਹੁੰਦੀ ਹੈ, ਕਿਉਂਜੋ ਭੈੜੇ ਕਥਨਾਂ ਵਿਰੁੱਧ ਕੀਤੀ ਪ੍ਰਤੀ-ਬੇਨਤੀ ਤੇ ਅੰਤਮ ਫੈਸਲਾ ਕੀਤੇ ਬਿਨਾਂ ਉਨ੍ਹਾਂ ਨੂੰ ਸਾਹਮਣੇ ਰੱਖਣਾ ਕਾਨੂੰਨੀ ਪੱਖੋਂ ਉਚਿਤ ਨਹੀਂ ਹੈ । ਸਰਕਾਰ ਇਸ ਲਈ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਲਿਖਣ ਦੇ ਕੰਮ ਨੂੰ ਬਹੁਤ ਮਹੱਤਵ ਦਿੰਦੀ ਹੈ ਅਤੇ ਉਪਰੋਕਤ ਦੋਸ਼ੀਆਂ ਗਈਆਂ ਹਦਾਇਤਾਂ ਦੀ ਸਬੰਧਤ ਅਧਿਕਾਰੀਆਂ ਵਲੋਂ ਇੰਨਬਿੰਨ ਪਾਲਣਾ ਕਰਨਾ ਬਹੁਤ ਜ਼ਰੂਰੀ ਹੈ ।

2. ਇਹ ਵੀ ਵੇਖਿਆ ਗਿਆ ਹੈ ਕਿ ਵਿਭਾਗੀ ਤਰੱਕੀ ਕਮੇਟੀ ਦੇ ਕੇਸਾਂ ਸਬੰਧੀ ਜਿਹੜੇ ਏਜੰਡੇ ਨੋਟ ਪ੍ਰਾਪਤ ਹੋਏ ਹਨ, ਉਨ੍ਹਾਂ ਨੂੰ ਵਾਚਣ ਤੋਂ ਇਹ ਗੱਲ ਪਤਾ ਲੱਗਦੀ ਹੈ ਕਿ ਸਾਲ 1993-94 ਦੀਆਂ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਸਬੰਧੀ ਅਜੇ ਵੀ ਇਹ ਨਹੀਂ ਦੱਸਿਆ ਗਿਆ ਹੈ ਕਿ ਰਿਪੋਰਟ ਲਿਖੀ ਗਈ ਹੈ ਜਾਂ ਨਹੀਂ । ਇਸੇ ਤਰ੍ਹਾਂ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਨੂੰ 'ਮਿਸਿੰਗ' (Missing) ਵਿਖਾ ਦਿੱਤਾ ਜਾਂਦਾ ਹੈ । ਜੇਕਰ ਗੁਪਤ ਰਿਪੋਰਟ ਲਿਖੀ ਗਈ ਹੋਵੇ ਤਾਂ ਉਸ ਨੂੰ ਮਿਸਿੰਗ ਦੱਸਣਾ ਲੋਕ ਹਿੱਤ ਵਿੱਚ ਨਹੀਂ ਹੈ ਅਤੇ ਅਜਿਹੀ ਕਾਰਵਾਈ ਇਹ ਦੱਸਦੀ ਹੈ ਕਿ ਇਹ ਕਾਰਵਾਈ ਜਾਣ-ਬੁਝ ਕੇ ਕਿਸੇ ਗੁੱਝੇ ਮਨੋਰਥ (ulterior motive) ਨਾਲ ਕੀਤੀ ਜਾਂਦੀ ਹੈ । ਜਾਂ ਤਾਂ ਗੁਪਤ ਰਿਪੋਰਟ ਲਿਖੀ ਹੋਣੀ ਚਾਹੀਦੀ ਹੈ ਅਤੇ ਜਾਂ ਉਸ ਸਬੰਧੀ ਇਹ ਸਰਟੀਫਿਕੇਟ ਦਿੱਤਾ ਹੋਵੇ ਕਿ ਰਿਪੋਰਟ ਲਿਖੀ ਨਹੀਂ ਗਈ ਹੈ, ਜਿਸ ਦੇ ਕਾਰਨ ਵੀ ਦੋਸ਼ੇ ਜਾਣ । ਪਰ ਕਿਸੇ ਵੀ ਹਾਲਤ ਵਿੱਚ ਰਿਪੋਰਟ ਨੂੰ ਮਿਸਿੰਗ ਦਿਖਾਉਣਾ ਗਲਤ ਗੱਲ ਹੈ ਅਤੇ ਅਜਿਹੀ ਕਾਰਵਾਈ ਲਈ ਗੰਭੀਰ ਨੋਟਿਸ ਲਿਆ ਗਿਆ ਹੈ । ਇਸ ਲਈ ਅੱਗੇ ਤੋਂ ਕਿਸੇ ਵੀ ਗੁਪਤ ਰਿਪੋਰਟ ਨੂੰ ਮਿਸਿੰਗ ਨਾਂ ਦੱਸਿਆ ਜਾਵੇ ਅਤੇ ਉਸ ਸਬੰਧੀ ਸਹੀ ਸਥਿਤੀ ਰਿਕਾਰਡ ਵਿੱਚ ਦੱਸੀ ਜਾਵੇ । ਜਿਨ੍ਹਾਂ ਕੇਸਾਂ ਵਿੱਚ ਰਿਪੋਰਟ ਨੂੰ ਅੱਗੇ ਤੋਂ ਮਿਸਿੰਗ ਵਿਖਾਇਆ ਜਾਵੇਗਾ, ਉਨ੍ਹਾਂ ਕੇਸਾਂ ਵਿੱਚ ਸਬੰਧਤ ਅਧਿਕਾਰੀ ਜ਼ਿੰਮੇਵਾਰ ਠਹਿਰਾਇਆ ਜਾਵੇਗਾ ਅਤੇ ਉਸ ਵਿਰੁੱਧ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਵੇਗੀ । ਇਸ ਲਈ, ਇਹ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਹਵਾਲਾ ਅਧੀਨ ਹਦਾਇਤਾਂ ਦੀ ਸਖਤੀ ਨਾਲ ਪਾਲਣਾ ਕੀਤੀ ਜਾਵੇ ਅਤੇ ਕੋਈ ਵੀ ਗੁਪਤ ਰਿਪੋਰਟ ਮਿਸਿੰਗ ਨਾ ਦੱਸੀ ਜਾਵੇ । ਨਾਲ ਨੱਥੀ ਪ੍ਰਫਾਰਮੇ ਵਿੱਚ ਸੂਚਨਾਂ ਇਸ ਵਿਭਾਗ ਨੂੰ ਇੱਕ ਮਹੀਨੇ ਦੇ ਅੰਦਰ-ਅੰਦਰ ਭੇਜੀ ਜਾਵੇ ।

ਪ੍ਰੋਫਾਰਮਾ

1. ਕੀ ਸਾਲ 1992-93 ਦੀਆਂ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਸਾਰੇ ਕੇਸਾਂ ਵਿੱਚ ਲਿਖੀਆਂ ਜਾ ਚੁੱਕੀਆਂ ਹਨ ? ਜੇ ਨਹੀਂ, ਤਾਂ ਕੀ 'ਨੋ ਰਿਪੋਰਟ ਸਰਟੀਫੀਕੇਟ' ਦਰਜ ਕੀਤਾ ਜਾ ਚੁੱਕਾ ਹੈ ? ਜੇ ਨਹੀਂ ਕੀਤਾ ਗਿਆ, ਤਾਂ ਕਾਰਨ ਦੱਸੇ ਜਾਣ ।
2. ਕੀ ਸਾਲ 1992-93 ਦੀਆਂ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਵਿੱਚ ਸਾਰੇ ਜਿਥੇ ਕਿਤੇ ਭੈੜੇ ਕਥਨ ਦਰਜ ਹਨ, ਉਹ ਸਾਰੇ ਦੇ ਸਾਰੇ ਕਨਵੇ ਕੀਤੇ ਜਾ ਚੁੱਕੇ ਹਨ ? ਜੇ ਨਹੀਂ, ਤਾਂ ਕਾਰਨ ਦੱਸੇ ਜਾਣ ।
3. ਸਾਲ 1992-93 ਦੀਆਂ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਸਬੰਧੀ ਭੈੜੇ ਕਥਨਾਂ ਵਿਰੁੱਧ ਦਿੱਤੀਆਂ ਗਈਆਂ ਪ੍ਰਤੀ-ਬੇਨਤੀਆਂ ਦਾ ਕੀ ਨਿਪਟਾਰਾ ਹੋ ਗਿਆ ਹੈ ? ਜੇ ਨਹੀਂ, ਤਾਂ ਕਾਰਨ ਦੱਸੇ ਜਾਣ ।
4. ਕੀ ਸਾਲ 1993-94 ਦੀਆਂ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਸਾਰੇ ਕੇਸਾਂ ਵਿੱਚ ਲਿਖੀਆਂ ਜਾ ਚੁੱਕੀਆਂ ਹਨ ? ਜੇ ਨਹੀਂ, ਤਾਂ ਕੀ 'ਨੋ ਰਿਪੋਰਟ ਸਰਟੀਫੀਕੇਟ' ਦਰਜ ਕੀਤਾ ਜਾ ਚੁੱਕਾ ਹੈ ? ਜੇ ਨਹੀਂ ਕੀਤਾ ਗਿਆ, ਤਾਂ ਕਾਰਨ ਦੱਸੇ ਜਾਣ ।
5. ਕੀ ਸਾਲ 1993-94 ਦੀਆਂ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਵਿੱਚ ਜਿਥੇ ਕਿਤੇ ਭੈੜੇ ਕਥਨ ਦਰਜ ਹਨ, ਉਹ ਸਾਰੇ ਦੇ ਸਾਰੇ ਕਨਵੇ ਕੀਤੇ ਜਾ ਚੁੱਕੇ ਹਨ ? ਜੇ ਨਹੀਂ ਤਾਂ ਕਾਰਨ ਦੱਸੇ ਜਾਣ ।
6. ਸਾਲ 1993-94 ਦੀਆਂ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਸਬੰਧੀ ਭੈੜੇ ਕਥਨਾਂ ਵਿਰੁੱਧ ਦਿੱਤੀਆਂ ਗਈਆਂ ਪ੍ਰਤੀ-ਬੇਨਤੀਆਂ ਦਾ ਕੀ ਨਿਪਟਾਰਾ ਹੋ ਗਿਆ ਹੈ ? ਜੇ ਨਹੀਂ, ਤਾਂ ਕਾਰਨ ਦੱਸੇ ਜਾਣ ।
7. ਕੀ ਸਾਲ 1993-94 ਤੋਂ ਪਿਛਲੇ ਦਸ ਸਾਲਾਂ ਵਿੱਚ ਕੋਈ ਗੁਪਤ ਰਿਪੋਰਟ 'ਮਿਸਿੰਗ' (Missing) ਦੱਸੀ ਗਈ ਹੈ ਅਰਥਾਤ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਲਿਖਣ ਜਾਂ ਨਾ ਲਿਖਣ ਬਾਰੇ ਕੋਈ ਇੰਦਰਾਜ ਨਹੀਂ ਹੈ । ਜੇ ਮਿਸਿੰਗ ਹੈ ਤਾਂ ਉਸ ਸਬੰਧੀ ਕੀਤੀ ਗਈ ਕਾਰਵਾਈ ਬਾਰੇ ਦੱਸਿਆ ਜਾਵੇ ।

ਗਸਤੀ ਪੱਤਰ ਨੰ: 15/13/97-1ਪੀ.ਪੀ.1/20575, ਮਿਤੀ 29 ਅਕਤੂਬਰ, 1997 ਦੀ ਕਾਪੀ ਵਲੋਂ ਪੰਜਾਬ ਸਰਕਾਰ ਪ੍ਰਸ਼ੇਨਲ ਵਿਭਾਗ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਆਦਿ ਨੂੰ ਸੰਬੋਧਤ ਹੈ ।

ਵਿਸ਼ਾ : ਦਫਤਰਾਂ ਵਿੱਚ ਸੈ ਫੀਸਦੀ ਪੰਜਾਬੀ ਲਾਗੂ ਕਰਨ ਲਈ ਸਰਕਾਰੀ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਦੇ ਪ੍ਰੋਫਾਰਮੇ ਵਿੱਚ ਕਾਲਮ ਸ਼ਾਮਲ ਕਰਨ ਬਾਰੇ ।

ਡਾਇਰੈਕਟਰ, ਭਾਸ਼ਾ ਵਿਭਾਗ, ਪੰਜਾਬ ਨੇ ਸਰਕਾਰ ਦੇ ਧਿਆਨ ਵਿੱਚ ਲਿਆਂਦਾ ਹੈ ਕਿ ਪੰਜਾਬ ਰਾਜ ਭਾਸ਼ਾ ਐਕਟ, 1967 ਨੂੰ ਲਾਗੂ ਹੋਏ ਤਕਰੀਬਨ 30 ਸਾਲ ਹੋ ਗਏ ਹਨ ਪਰ ਸਰਕਾਰੀ ਦਫਤਰਾਂ ਵਿੱਚ ਅਜੇ ਤੱਕ ਸਾਰਾ ਕੰਮ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਵਿੱਚ ਪੂਰੀ ਤਰ੍ਹਾਂ ਲਾਗੂ ਨਹੀਂ ਹੋ ਸਕਿਆ । ਬੇਸ਼ਕ ਇਸ ਐਕਟ ਨੂੰ ਲਾਗੂ ਕਰਨ ਲਈ ਸਰਕਾਰ ਵੱਲੋਂ ਸਮੇਂ-ਸਮੇਂ ਸਿਰ ਹਦਾਇਤਾਂ ਵੀ ਜਾਰੀ ਕੀਤੀਆਂ ਗਈਆਂ ਹਨ ਪਰ ਅਜੇ ਤੱਕ ਉਹਨਾਂ ਹਦਾਇਤਾਂ ਦਾ ਕੋਈ ਚੰਗਾ ਸਿੱਟਾ ਨਹੀਂ ਨਿਕਲਿਆ । ਅਸਲ ਵਿੱਚ ਜਦੋਂ ਤੱਕ ਕੁਤਾਹੀਕਾਰਾਂ ਨੂੰ ਸਜ਼ਾ ਦੇਣ ਲਈ ਐਕਟ ਵਿੱਚ ਕੋਈ ਉਪਬੰਧ ਨਹੀਂ ਕੀਤਾ ਜਾਂਦਾ, ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਦਫਤਰਾਂ ਵਿੱਚ ਪੂਰੀ ਤਰ੍ਹਾਂ ਲਾਗੂ ਨਹੀਂ ਹੋ ਸਕਦੀ । ਇਸ ਲਈ, ਪੰਜਾਬ ਰਾਜ ਭਾਸ਼ਾ ਐਕਟ ਵਿੱਚ ਲੋੜੀਂਦੀ ਸੋਧ ਕਰਨ ਲਈ ਵਿਚਾਰ ਕੀਤੀ ਜਾ ਰਹੀ ਹੈ । ਫਿਲਹਾਲ ਇਸ ਮਾਮਲੇ 'ਤੇ ਵਿਚਾਰ ਕਰਦਿਆਂ ਹੋਇਆਂ ਇਹ ਫੈਸਲਾ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਸਮੂਹ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਦੇ ਨਿਰਧਾਰਤ ਪ੍ਰੋਫਾਰਮੇ ਵਿੱਚ ਇਹ ਕਾਲਮ ਵੀ ਸ਼ਾਮਲ ਕਰ ਲਿਆ ਜਾਵੇ ਕਿ "ਕੀ ਅਧਿਕਾਰੀ/ਕਰਮਚਾਰੀ ਪੰਜਾਬੀ ਵਿੱਚ ਕੰਮ ਕਰਦਾ ਹੈ ?" ਇਸ ਲਈ ਕਿਰਪਾ ਕਰਕੇ ਸਾਲ 1997-98 ਤੋਂ ਬਾਅਦ ਜਿਹਨਾਂ ਸਮੂਹ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਲਿਖੀਆਂ ਜਾਣੀਆਂ ਹਨ, ਉਹਨਾਂ ਦੇ ਨਿਰਧਾਰਤ ਪ੍ਰੋਫਾਰਮੇ ਵਿੱਚ ਇਹ ਕਾਲਮ ਜ਼ਰੂਰ ਸ਼ਾਮਲ ਕਰ ਲਿਆ ਜਾਵੇ ।।

Copy of Punjab Government letter No. 15/4/98-IPPI/11966, dated 8th September, 1998 from the Department of Personnel addressed to all the Heads of Departments etc. etc.

Subject : Regarding issue of appreciation letters on the basis of remarks recorded in the ACRs.

I am directed to invite your attention towards Punjab Government instructions bearing No. 2334-ASI-60/15708, dated 3rd May, 1960 laying down guidelines regarding issuance of appreciation letters by the appointing authority or by the authority competent to receive confidential reports, convey adverse remarks and maintain the personal files of the officers/officials in really deserving cases. It has come to the notice of the State Government that at times recommendations made by superior authorities are rejected by an officer of a lower rank who is otherwise competent to receive confidential reports, convey adverse remarks and maintain personal files of the officers/officials concerned. Instances have also come to the notice of the State Government that even in certain cases appointing authorities are of lower rank than that of the authorities recommending appreciation letters.

2. Keeping in view above position it has been decided that suitability/eligibility for issue of appreciation letters on the basis of remarks recorded in the Annual Confidential Reports

of officers/officials concerned shall be considered by the "highest Administrative Authority" i.e. appointing authority or the authority to whom representation against the punishment of 'censure' lies under the existing rules of the department concerned for a particular officer/official, whichever is higher. If such authority, whose recommendations for appreciation are being considered himself happens to be the highest Administrative Authority, it should mean that in such cases the decision to issue appreciation letter shall be taken by the next higher authority i.e. the Administrative Secretary and in case the recommendation for the issue of appreciation letter has been made at the level of the Administrative Secretary himself, the highest Administrative Authority would mean the Minister-in-charge of the Department.

3. In addition to the above instructions/guidelines contained in circular letter Nos. 2334-ASI-60/15708, dated 3rd May, 1960, 472-ASI-64/11586, dated the 9th April, 1964, and 3082-2SII-75/22713, dated 2nd July, 1975 may also be kept in view while recommending/considering cases for the issue of appreciation letters.

Copy of Punjab Government letter No. 15/6/99-IPPI/12905, dated 3rd November, 1999 from the Department of Personnel addressed to all the Heads of Departments etc. etc.

Subject : Writing of Annual Confidential Reports and Communication of Adverse remarks etc. prescribing of revised time schedule.

I am directed to refer to Punjab Government circular letter No. 15/23/92-IPPI/9158, dated 28th May, 1993 on the subject cited above and to say that it has been observed that inspite of strict instructions, Annual Confidential Reports of the employees are not being recorded within the stipulated period as laid down in Punjab Government instructions referred to above. Non-writing of Annual Confidential Reports within the prescribed time, affects proper personnel management and career prospects of the concerned employee (s). This aspect of the matter has already been brought out pointedly in the previous instructions from time to time.

2. The matter has been considered with a view to streamline the process of writing of Annual Confidential Reports within the time frame as prescribed vide instructions under reference and it has been decided that in order to ensure that the officers record the Annual Confidential Reports of the officers/officials working under them in time, a column should be added in the self appraisal/Annual Confidential Report form of the officer that he has recorded/reviewed/accepted the Annual Confidential Reports of his subordinates within the prescribed period.

3. These Instructions may be brought to the notice of all concerned for meticulous compliance.

ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 15/12/99-1ਪੀ.ਪੀ.1/1899, ਮਿਤੀ 4 ਫਰਵਰੀ, 2000 ਦੀ ਕਾਪੀ ਵਲੋਂ ਪੰਜਾਬ ਸਰਕਾਰ ਪ੍ਰਮੋਨਲ ਵਿਭਾਗ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀਆਂ ਨੂੰ ਸੰਬੋਧਤ ਹੈ।

ਵਿਸ਼ਾ : ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਵਿਚ ਰਿਪੋਰਟ ਕਰਤਾ ਅਧਿਕਾਰੀਆਂ ਵਲੋਂ ਰਿਕਾਰਡ ਕੀਤੇ ਗਏ ਪ੍ਰਤੀਕੂਲ ਕਥਨਾਂ ਸਬੰਧੀ ਪ੍ਰਤੀ-ਬੇਨਤੀਆਂ ਬਾਰੇ।

ਮੈਨੂੰ ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿਚ ਆਪ ਜੀ ਦਾ ਧਿਆਨ ਰਾਜ ਸਰਕਾਰ ਦੇ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 2334-ਏ.ਐਸ.ਆਈ.-60/15708, ਮਿਤੀ 3 ਮਈ, 1960 ਦੇ ਪੈਰਾ-11 ਵੱਲ ਦਿਵਾਉਣ ਅਤੇ ਇਹ ਲਿਖਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਰਾਹੀਂ ਦੱਸਿਆ ਗਿਆ ਸੀ ਕਿ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਲਿਖਣ ਦਾ ਮੁੱਖ ਮੰਤਵ ਇਹ ਹੈ ਕਿ ਨਿਯੁਕਤੀ ਅਧਿਕਾਰੀ ਪਾਸ ਹਰ ਇਕ ਕਰਮਚਾਰੀ ਦਾ ਸਹੀ ਮੁੱਲ-ਅੰਕਣ ਤਿਆਰ ਹੋਵੇ ਤਾਂ ਜੋ ਤਰੱਕੀ ਦੇਣ ਸਮੇਂ ਜਾਂ ਵਧੇਰੇ ਜ਼ਿੰਮੇਵਾਰੀ ਜਾਂ ਉਚੇਂ ਪੱਧਰ ਦੀ ਆਸਾਮੀ ਦੇਣ ਲੱਗਿਆਂ ਉਸ ਕਰਮਚਾਰੀ ਦੇ ਕੰਮ ਅਤੇ ਆਚਾਰਣ ਦਾ ਅੰਦਾਜ਼ਾ ਲਾਇਆ ਜਾ ਸਕੇ ਕਿ ਉਹ ਅਜਿਹੀ ਜ਼ਿੰਮੇਵਾਰੀ ਕਿਥੋਂ ਤੱਕ ਨਿਭਾ ਸਕਦਾ ਹੈ। ਪ੍ਰਤੀਕੂਲ ਕਥਨ ਕਿਸੇ ਕਰਮਚਾਰੀ ਨੂੰ ਇਸ ਲਈ ਦੱਸੇ ਜਾਂਦੇ ਹਨ ਕਿ ਉਹ ਉਨ੍ਹਾਂ ਨੂੰ ਦੂਰ ਕਰਨ ਦਾ ਯਤਨ ਕਰੇ। ਇਸ ਉਪਰੰਤ ਇਸ ਵਿਭਾਗ ਵਲੋਂ ਜਾਰੀ ਹਦਾਇਤਾਂ ਨੰ: 4514-ਸੇਵਾਵਾਂ 2(1)-71/30328, ਮਿਤੀ 19 ਨਵੰਬਰ, 1971, ਰਾਹੀਂ ਸਪਸ਼ਟ ਕੀਤਾ ਗਿਆ ਸੀ ਕਿ ਇਸ ਵਿਚ ਕੋਈ ਸ਼ਕ ਨਹੀਂ ਕਿ ਸਬੰਧਤ ਕਰਮਚਾਰੀ ਨੂੰ ਆਪਣੀ ਸਫਾਈ ਪੇਸ਼ ਕਰਨ ਦਾ ਪੂਰਾ ਹੱਕ ਹੈ, ਪਰ ਇਸ ਦਾ ਇਹ ਭਾਵ ਨਹੀਂ ਕਿ ਉਸਦੇ ਜੀਅ ਵਿਚ ਜੋ ਆਵੇ ਉਗਲ ਦੇਵੇ। ਪ੍ਰਤੀਕੂਲ ਕਥਨਾਂ ਵਿਰੁੱਧ ਪ੍ਰਤੀ-ਬੇਨਤੀ ਉਨ੍ਹਾਂ ਹਾਲਾਤਾਂ ਵਿਚ ਵਿਚਾਰੀ ਜਾ ਸਕਦੀ ਹੈ ਜੇਕਰ ਪ੍ਰਤੀਕੂਲ ਕਥਨ ਗਲਤੀ ਨਾਲ ਜਾਂ ਮੰਦ-ਭਾਵਨਾ ਨਾਲ ਲਿਖੇ ਗਏ ਹੋਣ। ਪਰੰਤੂ ਅਜਿਹੀ ਪ੍ਰਤੀਕੂਲ ਟਿੱਪਣੀ ਖਾਰਿਜ ਕਰਨ ਸਬੰਧੀ ਪ੍ਰਤੀ-ਬੇਨਤੀ ਨੂੰ ਅਜਿਹਾ ਮੌਕਾ ਨਹੀਂ ਸਮਝਿਆ ਜਾ ਸਕਦਾ ਜਿਸ ਦਾ ਲਾਭ ਉਠਾ ਕੇ ਜਾਂ ਜਿਸ ਦੀ ਆੜ ਵਿਚ ਸਬੰਧਤ ਕਰਮਚਾਰੀ ਆਪਣੇ ਅਫਸਰ ਦੇ ਵਿਰੁੱਧ ਆਪਣੇ ਮਨ ਦਾ ਉਬਾਲ ਕੱਢੇ, ਜਿਸ ਨੇ ਅਜਿਹੇ ਕਥਨ ਰਿਪੋਰਟਾਂ ਵਿਚ ਲਿਖੇ ਹੁੰਦੇ ਹਨ। ਜੇਕਰ ਕਿਸੇ ਕਰਮਚਾਰੀ ਨੂੰ ਆਪਣੇ ਕਿਸੇ ਅਫਸਰ ਵਿਰੁੱਧ ਸੱਚੀ ਸ਼ਿਕਾਇਤ ਹੈ ਤਾਂ ਉਚਿਤ ਤਾਂ ਇਹ ਹੈ ਕਿ ਉਹ ਵੱਖਰੇ ਤੌਰ ਤੇ ਛੇਤੀ ਤੋਂ ਛੇਤੀ ਯੋਗ ਪ੍ਰਣਾਲੀ ਰਾਹੀਂ ਆਪਣੀ ਸ਼ਿਕਾਇਤ ਭੇਜ ਦੇਵੇ ਤਾਂ ਜੋ ਉਸ ਉਤੇ ਸਾਧਾਰਨ ਪ੍ਰਣਾਲੀ ਹੇਠ ਯੋਗ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾ ਸਕੇ। ਪਰੰਤੂ ਜੇਕਰ ਕੋਈ ਕਰਮਚਾਰੀ ਆਪਣੀ ਪ੍ਰਤੀਕੂਲ ਕਥਨਾਂ ਵਿਰੁੱਧ ਪ੍ਰਤੀ-ਬੇਨਤੀ ਵਿਚ ਅਜਿਹੀਆਂ ਗੱਲਾਂ ਲਿਖੇਗਾ, ਜਿਨ੍ਹਾਂ ਨੂੰ ਕਿ ਅਨੁਸ਼ਾਸਨਹੀਨਤਾ ਜਾਂ ਦੁਰਾਚਾਰ ਸਮਝਿਆ ਜਾ ਸਕਦਾ ਹੈ ਤਾਂ ਨਾ ਕੇਵਲ ਉਸਦੀ ਪ੍ਰਤੀਕੂਲ ਕਥਨਾਂ ਵਿਰੁੱਧ ਪ੍ਰਤੀ-ਬੇਨਤੀ ਸਰਸਰੀ ਤੌਰ ਤੇ ਰੱਦ ਕਰ ਦਿੱਤੀ ਜਾਵੇਗੀ ਬਲਕਿ ਉਸਦੇ ਵਿਰੁੱਧ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਕਰਮਚਾਰੀ ਆਚਰਣ ਨਿਯਮਾਂਵਲੀ, 1966 ਦੇ ਨਿਯਮ 3(iii) ਦੀ ਉਲੰਘਣਾ ਦੇ ਸਬੰਧ ਵਿਚ ਪ੍ਰਸ਼ਾਸਕੀ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾ ਸਕੇਗੀ।

2. ਵੇਖਣ ਵਿਚ ਆਇਆ ਹੈ ਕਿ ਹਦਾਇਤਾਂ ਦੇ ਬਾਵਜੂਦ ਕਰਮਚਾਰੀ ਸਬੰਧਤ ਅਫਸਰਾਂ ਦੇ ਵਿਰੁੱਧ ਹੱਦ ਤੋਂ ਜ਼ਿਆਦਾ ਜਾਤੀ ਚਿੱਕੜ ਉਛਾਲਣ ਤੋਂ ਨਹੀਂ ਝਿਜਕਦੇ। ਸਬੰਧਤ ਅਫਸਰਾਂ ਵਿਰੁੱਧ ਚਿੱਕੜ ਉਛਾਲਣ ਦੀ ਰੂਚੀ ਨੂੰ ਰੋਕਣ ਲਈ ਹਦਾਇਤਾਂ ਮਿਤੀ 19 ਨਵੰਬਰ, 1971 ਰਾਹੀਂ ਦਿੱਤੇ ਗਏ ਮਸ਼ਵਰੇ ਵੱਲ ਮੁੜ ਧਿਆਨ ਦਿਵਾਉਂਦੇ ਹੋਏ ਬੇਨਤੀ ਹੈ ਕਿ ਇਹ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ ਕਿ ਕਰਮਚਾਰੀ ਪ੍ਰਤੀਕੂਲ ਕਥਨਾਂ ਨੂੰ ਖਾਰਿਜ ਕਰਵਾਉਣ ਲਈ ਪ੍ਰਤੀ-ਬੇਨਤੀਆਂ ਦੇਣ ਵੇਲੇ ਉਨ੍ਹਾਂ ਅਫਸਰਾਂ ਵਿਰੁੱਧ ਬੇਹੁਦਾ ਅਤੇ ਬੇ-ਬੁਨਿਆਦ ਦੋਸ਼ ਨਾ ਲਾਉਣ ਅਤੇ ਜੇਕਰ ਕੋਈ ਕਰਮਚਾਰੀ ਅੱਗੇ ਤੋਂ ਆਪਣੀ ਪ੍ਰਤੀ-ਬੇਨਤੀ ਵਿਚ ਅਜਿਹੀਆਂ ਗੱਲਾਂ ਲਿਖੇਗਾ ਜਿਨ੍ਹਾਂ ਨੂੰ ਕਿ ਅਨੁਸ਼ਾਸਨਹੀਨਤਾ ਜਾਂ ਦੁਰਾਚਾਰ ਸਮਝਿਆ ਜਾ ਸਕਦਾ ਹੈ ਤਾਂ ਨਾ ਕੇਵਲ ਉਸਦੀ ਪ੍ਰਤੀ-ਬੇਨਤੀ ਸਰਸਰੀ ਤੌਰ ਤੇ ਰੱਦ ਕਰ

ਦਿੱਤੀ ਜਾਵੇ ਬਲਕਿ ਉਸਦੇ ਵਿਰੁੱਧ ਪੰਜਾਬ ਸਰਕਾਰ ਕਰਮਚਾਰੀ ਆਚਰਨ ਨਿਯਮਾਂਵਲੀ, 1966 ਦੇ ਨਿਯਮ 3(iii) ਦੀ ਉਲੰਘਣਾ ਦੇ ਸਬੰਧ ਵਿਚ ਅਨੁਸ਼ਾਸਨੀ/ਪ੍ਰਸ਼ਾਸਕੀ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਵੇ ਅਤੇ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਨੂੰ ਅਮਲ ਵਿਚ ਲਿਆਇਆ ਜਾਵੇ ।

ਇਸ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ ।

Copy of Punjab Government letter No. 15/6/2000-IPPI/11599, dated 14th September, 2000 from the Department of Personnel addressed to all the Heads of Departments etc. etc.

Subject : Special entry regarding census work in the Annual Confidential Reports of the staff engaged in the conduct of Census of India-2001.

As you are aware, preparations for the conduct of Census of India, 2001 is in full swing. For this comprehensive task, a number of senior officers have been appointed as Census Officers, Supervisors and Enumerators have also been appointed from amongst school teachers and other employees of the Government of Punjab, its undertakings and local bodies.

2. It is expected that all the persons deployed for the conduct of the Census 2001, an event of National and International importance, shall discharge their duties with honesty, sincerity and responsibility. The quality of work put in by the officers and officials and teaching staff should be mentioned in their Annual Confidential Reports (ACR) for the year 2000-2001.

All the concerned officers/officials may be informed accordingly.

Kindly acknowledge its receipt.

ਗ਼ਸਤੀ ਪੱਤਰ ਨੰ: 15/23/92-1ਪੀ.ਪੀ.1/16192, ਮਿਤੀ 29 ਦਸੰਬਰ, 2000 ਦੀ ਕਾਪੀ ਵਲੋਂ ਪੰਜਾਬ ਸਰਕਾਰ ਪ੍ਰਸ਼ਾਸਨ ਵਿਭਾਗ ਵੱਲ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਆਦਿ ।

ਵਿਸ਼ਾ : ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਸਮੇਂ ਸਿਰ ਰਿਕਾਰਡ ਕਰਨ ਬਾਰੇ ਸਮੇਂ ਸਾਰਿਣੀ ਦੀ ਪਾਲਣਾ ਯਕੀਨੀ ਬਨਾਉਣ ਬਾਰੇ ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿਚ ਮੈਨੂੰ ਆਪਜੀ ਦਾ ਧਿਆਨ ਰਾਜ ਸਰਕਾਰ ਦੀਆਂ ਗ਼ਸਤੀ ਪੱਤਰ ਨੰ: 15/23/92-1ਪੀ.ਪੀ.1/9158, ਮਿਤੀ 28 ਮਈ, 1993 (ਜਿਸ ਦੀ ਕਾਪੀ ਸੇਵਾ ਮੈਨੂੰ ਅਲ ਭਾਗ-4 ਦੇ ਪੰਨਾ/192-95 ਤੇ ਵੀ ਉਪਲਬਧ ਹੈ) ਰਾਹੀਂ ਜਾਰੀ ਹੋਈਆਂ ਹਦਾਇਤਾਂ ਵੱਲ ਦਿਵਾਉਣ ਅਤੇ ਲਿਖਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਰਾਹੀਂ ਵੱਖ-ਵੱਖ ਅਧਿਕਾਰੀਆਂ ਲਈ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਰਿਕਾਰਡ ਕਰਨ ਸਬੰਧੀ ਸਮੇਂ ਸਾਰਿਣੀ ਨਿਸ਼ਚਿਤ ਕੀਤੀ ਗਈ ਸੀ । ਇਸ ਸਮੇਂ ਸਾਰਿਣੀ ਅਨੁਸਾਰ ਰਿਪੋਰਟ ਕਰਤਾ ਅਧਿਕਾਰੀਆਂ ਵੱਲੋਂ ਹਰ ਸਾਲ 30 ਜੂਨ ਤੱਕ, ਰਿਵਿਊ ਕਰਤਾ ਅਧਿਕਾਰੀਆਂ ਵੱਲੋਂ 15 ਅਗਸਤ ਤੱਕ ਅਤੇ ਪ੍ਰਵਾਨ ਕਰਰਤਾ ਅਧਿਕਾਰੀਆਂ ਵੱਲੋਂ 30 ਸਤੰਬਰ ਤੱਕ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਵਿਚ ਆਪਣੇ ਕਥਨ ਰਿਕਾਰਡ

ਕਰਨੇ ਹੁੰਦੇ ਹਨ ਅਤੇ ਵਿਭਾਗ ਦੇ ਮੁੱਖੀਆਂ ਵੱਲੋਂ ਹਰ ਸਾਲ 30 ਨਵੰਬਰ ਤੱਕ ਸਬੰਧਤ ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗਾਂ ਨੂੰ ਸਰਟੀਫਿਕੇਟ ਦੇਣਾ ਹੁੰਦਾ ਹੈ ਕਿ ਵਿਭਾਗ ਵਿਚ ਸਬੰਧਤ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਰਿਕਾਰਡ ਹੋ ਗਈਆਂ ਹਨ ਅਤੇ ਆਚਰਣ ਪੱਤਰੀਆਂ ਵਿਚ ਰੱਖ ਦਿੱਤੀਆਂ ਗਈਆਂ ਹਨ । ਜੇ ਕਿਸੇ ਕਰਮਚਾਰੀ ਦੀ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟ, ਰਿਪੋਰਟ ਕਰਤਾ/ਰਿਵਿਊ ਕਰਤਾ/ਪ੍ਰਵਾਨ ਕਰਤਾ ਅਧਿਕਾਰੀ ਤੋਂ 30 ਸਤੰਬਰ ਤੱਕ ਕਾਡਰ ਕੰਟਰੋਲਿੰਗ ਅਧਿਕਾਰੀ ਕੋਲ ਪ੍ਰਾਪਤ ਨਹੀਂ ਹੁੰਦੀ ਤਾਂ ਕਾਡਰ ਕੰਟਰੋਲਿੰਗ ਅਧਿਕਾਰੀ ਅਜਿਹੇ ਕੁਤਾਹੀਕਾਰ ਅਧਿਕਾਰੀਆਂ ਵਿਰੁੱਧ ਅਨੁਸ਼ਾਸਨੀ ਕਾਰਵਾਈ ਸ਼ੁਰੂ ਕਰੇਗਾ ਜਿਨ੍ਹਾਂ ਵੱਲੋਂ ਗੁਪਤ ਰਿਪੋਰਟ ਸਮੇਂ ਸਿਰ ਰਿਕਾਰਡ ਨਹੀਂ ਕੀਤੀ ਗਈ ਹੈ ਅਤੇ ਉਨ੍ਹਾਂ ਨੂੰ ਰਿਪੋਰਟ ਰਿਕਾਰਡ ਕਰਨ ਲਈ ਇਕ ਅੰਤਮ ਮੌਕਾ ਦਿੱਤਾ ਜਾਵੇਗਾ । ਪਰੰਤੂ ਜੇ ਇਸ ਦੇ ਬਾਵਜੂਦ ਵੀ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟ ਰਿਕਾਰਡ ਨਹੀਂ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਤਾਂ ਕਾਡਰ ਕੰਟਰੋਲਿੰਗ ਅਧਿਕਾਰੀ ਵੱਲੋਂ ਅਜਿਹੇ ਕੁਤਾਹੀਕਾਰ ਅਧਿਕਾਰੀਆਂ ਵਿਰੁੱਧ ਛੋਟੀ ਸਜ਼ਾ ਦੇਣ ਸਬੰਧੀ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਣੀ ਹੁੰਦੀ ਹੈ । ਪਰੰਤੂ ਵੇਖਣ ਵਿਚ ਆਇਆ ਹੈ ਕਿ ਹਦਾਇਤਾਂ ਦੇ ਬਾਵਜੂਦ ਵੀ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਰਿਕਾਰਡ ਕਰਨ ਸਬੰਧੀ ਸਮੇਂ ਸਾਰਿਣੀ ਦੀ ਪਾਲਣਾ ਨਹੀਂ ਕੀਤੀ ਜਾਂਦੀ ਹੈ । ਇਸ ਲਈ ਬੇਨਤੀ ਹੈ ਕਿ ਹਦਾਇਤਾ ਅਨੁਸਾਰ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਰਿਕਾਰਡ ਕਰਨ ਸਬੰਧੀ ਸਮੇਂ ਸਾਰਿਣੀ ਦੀ ਪਾਲਣਾ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ ਅਤੇ ਜਿਹੜੇ ਅਧਿਕਾਰੀਆਂ ਵੱਲੋਂ ਮਿੱਥੇ ਸਮੇਂ ਵਿਚ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟ ਰਿਕਾਰਡ ਕਰਨ ਉਪਰੰਤ ਨਹੀਂ ਭੇਜੀ ਜਾਂਦੀ ਹੈ ਉਨ੍ਹਾਂ ਅਧਿਕਾਰੀਆਂ ਵਿਰੁੱਧ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਅਨੁਸ਼ਾਸਨੀ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਵੇ ।

ਇਹ ਹਦਾਇਤਾਂ ਸਮੂਹ ਸਬੰਧਤ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਦੇ ਧਿਆਨ ਵਿਚ ਲਿਆ ਦਿੱਤੀਆਂ ਜਾਣ ਅਤੇ ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ ।

ਗਸਤੀ ਪੱਤਰ ਨੰ: 15/12/99-1ਪੀ.ਪੀ.1/1329, ਮਿਤੀ 24 ਜਨਵਰੀ, 2001 ਦੀ ਕਾਪੀ ਵਲੋਂ ਪੰਜਾਬ ਸਰਕਾਰ ਪ੍ਰਸੋਨਲ ਵਿਭਾਗ ਜੋ ਰਾਜ ਦੇ ਮਸੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀਆਂ ਆਦਿ ਆਦਿ ਨੂੰ ਸੰਬੋਧਤ ਹੈ ।

ਵਿਸ਼ਾ : ਸਾਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਬਾਰੇ ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ ਮੈਨੂੰ ਆਪ ਜੀ ਦਾ ਧਿਆਨ ਸਰਕਾਰ ਦੀਆਂ ਹਦਾਇਤਾਂ ਜੋ ਕਿ ਗਸਤੀ ਪੱਤਰ ਨੰ: 2334-ਏ.ਐਸ.ਆਈ.-60/15708, ਮਿਤੀ 3 ਮਈ 1960 ਰਾਹੀਂ ਜਾਰੀ ਹੋਈਆਂ, ਵੱਲ ਦਿਵਾਉਣ ਅਤੇ ਇਹ ਲਿਖਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਇਹ ਆਮ ਵੇਖਣ ਵਿੱਚ ਆਇਆ ਹੈ ਕਿ ਆਮ ਤੌਰ ਤੇ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਸਾਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਰਿਕਾਰਡ ਕਰਦੇ ਸਮੇਂ ਰਿਕਾਰਡ ਕੀਤੀ ਗਈ ਦਰਜਾਬੰਦੀ ਏ.ਸੀ.ਆਰ. ਦੇ ਵੱਖ-2 ਕਾਲਮਾਂ ਵਿੱਚ ਰਿਕਾਰਡ ਕੀਤੇ ਗਏ ਰਿਮਾਰਕਸ ਨਾਲ ਮੇਲ ਨਹੀਂ ਖਾਂਦੀ ਅਤੇ ਸਿੱਟੇ ਵਜੋਂ ਤਰੱਕੀ ਆਦਿ ਦੇ ਕੇਸਾਂ ਨੂੰ ਨਿਪਟਾਉਣ ਵਿੱਚ ਮੁਸ਼ਕਲ ਪੇਸ਼ ਆਉਂਦੀ ਹੈ । ਇਸ ਲਈ ਇਹ ਬਹੁਤ ਜ਼ਰੂਰੀ ਹੋ ਗਿਆ ਹੈ ਕਿ ਰਿਪੋਰਟਕਰਤਾ ਅਧਿਕਾਰੀ ਇਸ ਗੱਲ ਦਾ ਵਿਸ਼ੇਸ਼ ਧਿਆਨ ਰੱਖਣ ਕਿ ਉਨ੍ਹਾਂ ਵੱਲੋਂ ਵੱਖ-ਵੱਖ ਕਾਲਮਾਂ ਵਿੱਚ ਰਿਕਾਰਡ ਕੀਤੇ ਗਏ ਰਿਮਾਰਕਸ ਰਿਪੋਰਟ ਵਿੱਚ ਦਿੱਤੀ ਗਈ ਦਰਜਾਬੰਦੀ ਨਾਲ ਪੂਰੀ ਤਰ੍ਹਾਂ ਮੇਲ ਖਾਂਦੇ ਹੋਣ । ਅਜਿਹਾ ਕਰਨਾ ਹੁਣ ਇਸ ਵਿਭਾਗ ਦੀਆਂ ਹਦਾਇਤਾਂ ਨੰ: 4/6/2000-3ਪੀ.ਪੀ.1/16189, ਮਿਤੀ 29 ਦਸੰਬਰ, 2000, ਨੰ: 7/84/98-5ਪੀ.ਪੀ.1/4426, ਮਿਤੀ 17 ਅਪ੍ਰੈਲ, 2000 ਅਤੇ ਨੰ: 7/1/2000-1ਪੀ.ਪੀ.1/395, ਮਿਤੀ 10 ਜਨਵਰੀ, 2000 ਦੇ ਸਨਮੁੱਖ ਹੋਰ ਵੀ ਜ਼ਰੂਰੀ ਹੋ ਗਿਆ ਹੈ । ਇਸ ਲਈ ਰਿਪੋਰਟਕਰਤਾ/ਰਿਵਿਊਕਰਤਾ/ਪ੍ਰਵਾਨਕਰਤਾ ਅਧਿਕਾਰੀਆਂ ਵੱਲੋਂ ਰਿਪੋਰਟ ਰਿਕਾਰਡ ਕਰਦੇ ਸਮੇਂ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਦੇ ਕੰਮ-ਕਾਜ ਦਾ ਨਾਪ ਤੋਲ ਦੇ ਮੁੱਲਅੰਕਣ ਕਰਨ ਉਪਰੰਤ

ਹੀ ਦਰਜਾਬੰਦੀ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟ ਵਿੱਚ ਦਰਜ ਕੀਤੀ ਜਾਵੇ । ਇਸ ਗੱਲ ਨੂੰ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ ਕਿ ਦਰਜ ਕੀਤੀ ਜਾਣ ਵਾਲੀ ਦਰਜਾਬੰਦੀ ਇਸ ਵਿਭਾਗ ਦੀਆਂ ਹਦਾਇਤਾਂ ਦੇ ਅਨੁਸਾਰ ਮੁਤਾਬਿਕ ਹੋਵੇ ਭਾਵ 'ਏ+' (ਉਤਮ), 'ਏ' (ਬਹੁਤ ਚੰਗਾ), 'ਬੀ+' (ਚੰਗਾ), 'ਬੀ' (ਔਸਤ) ਜਾਂ 'ਸੀ' (ਔਸਤ ਤੋਂ ਘੱਟ) ਹੋਣੀ ਚਾਹੀਦੀ ਹੈ ।

2. ਉਪਰੋਕਤ ਤੋਂ ਇਲਾਵਾ ਇਹ ਵੀ ਵੇਖਣ ਵਿੱਚ ਆਇਆ ਹੈ ਕਿ ਕਈ ਅਧਿਕਾਰੀ/ਕਰਮਚਾਰੀ ਜਦੋਂ ਪ੍ਰਤੀਕੂਲ ਕਥਨਾਂ ਵਿਰੁੱਧ ਪ੍ਰਤੀਬੇਨਤੀ ਦਿੰਦੇ ਹਨ ਤਾਂ ਉਹ ਰਿਪੋਰਟ ਲਿਖਣ ਵਾਲੇ ਅਧਿਕਾਰੀ ਤੇ ਜਾਤੀ ਚਿਕੜ ਉਛਾਲਦੇ ਹਨ । ਅਜਿਹੇ ਕੇਸਾਂ ਵਿੱਚ ਪ੍ਰਤੀਕੂਲ ਕਥਨਾਂ ਵਿਰੁੱਧ ਦਿੱਤੀ ਗਈ ਪ੍ਰਤੀਬੇਨਤੀ ਇਸ ਵਿਭਾਗ ਦੀਆਂ ਹਦਾਇਤਾਂ ਨੰ: 4514-ਸੇਵਾਵਾਂ-2(1)-71/30328, ਮਿਤੀ 19 ਨਵੰਬਰ, 1971 ਅਤੇ ਨੰ: 5/12/99-1ਪੀ.ਪੀ.1/1899, ਮਿਤੀ 4 ਫਰਵਰੀ, 2000 ਦੀ ਰੋਸ਼ਨੀ ਵਿੱਚ ਸਿੱਧੇ ਤੌਰ ਤੇ ਰੱਦ ਕੀਤੀ ਜਾ ਸਕਦੀ ਹੈ ਅਜਿਹੀਆਂ ਪ੍ਰਤੀਬੇਨਤੀਆਂ ਦਾ ਨਿਪਟਾਰਾ ਕਰਦੇ ਸਮੇਂ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਨੂੰ ਧਿਆਨ ਵਿੱਚ ਰੱਖਿਆ ਜਾਵੇ ।

ਇਹ ਹਦਾਇਤਾਂ ਸਮੂਹ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਦੇ ਧਿਆਨ ਵਿੱਚ ਲਿਆ ਦਿੱਤੀਆਂ ਜਾਣ ।

ਇਸ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਭੇਜੀ ਜਾਵੇ ।

ਗਸਤੀ ਪੱਤਰ ਨੰ: 15/5/2001-1ਪੀ.ਪੀ.1/2733, ਮਿਤੀ 28 ਫਰਵਰੀ, 2001 ਦੀ ਕਾਪੀ ਵਲੋਂ ਪੰਜਾਬ ਸਰਕਾਰ ਪ੍ਰਸ਼ੇਨਲ ਵਿਭਾਗ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀਆਂ ਆਦਿ-ਆਦਿ ਨੂੰ ਸੰਬੋਧਤ ਹੈ ।

ਵਿਸ਼ਾ : ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਸਮੇਂ ਸਿਰ ਰਿਕਾਰਡ ਕਰਨ ਬਾਰੇ ਸਮੇਂ ਸਾਰਣੀ ਦੀ ਪਾਲਣਾ ਯਕੀਨੀ ਬਣਾਉਣ ਬਾਰੇ ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ ਮੈਨੂੰ ਆਪ ਜੀ ਦਾ ਧਿਆਨ ਰਾਜ ਸਰਕਾਰ ਦੇ ਗਸਤੀ ਪੱਤਰ ਨੰ: 15/23/92-1ਪੀ. ਪੀ. 1/9158, ਮਿਤੀ 28 ਮਈ, 1993 (ਜਿਸ ਦੀ ਕਾਪੀ ਸੇਵਾ ਮੈਨੂਅਲ ਭਾਗ-4 ਦੇ ਪੰਨਾ/192-95 ਤੇ ਵੀ ਉਪਲਬਧ ਹੈ) ਅਤੇ ਪੱਤਰ ਨੰ: 15/23/92-1ਪੀ. ਪੀ. 1/16192, ਮਿਤੀ 29 ਦਸੰਬਰ, 2000 ਰਾਹੀਂ ਜਾਰੀ ਹੋਈਆਂ ਹਦਾਇਤਾਂ ਵੱਲ ਦਿਵਾਉਣ ਅਤੇ ਲਿਖਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਰਾਹੀਂ ਵੱਖ-ਵੱਖ ਅਧਿਕਾਰੀਆਂ ਲਈ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਰਿਕਾਰਡ ਕਰਨ ਸਬੰਧੀ ਸਮੇਂ ਸਾਰਣੀ ਨਿਸ਼ਚਿਤ ਕੀਤੀ ਗਈ ਸੀ ਅਤੇ ਸਪਸ਼ਟ ਕੀਤਾ ਗਿਆ ਸੀ ਕਿ ਜੇ ਕਿਸੇ ਅਧਿਕਾਰੀ/ਕਰਮਚਾਰੀ ਦੀ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟ 30 ਸਤੰਬਰ ਤੱਕ ਕਾਡਰ ਕੰਟਰੋਲਿੰਗ ਅਧਿਕਾਰੀ ਕੋਲ ਪ੍ਰਾਪਤ ਨਹੀਂ ਹੁੰਦੀ ਤਾਂ ਜਿਸ ਅਧਿਕਾਰੀ ਦੀ ਇਸ ਵਿੱਚ ਜ਼ਿੰਮੇਵਾਰੀ ਹੈ ਉਹਦੇ ਵਿਰੁੱਧ ਅਨੁਸ਼ਾਸਨੀ/ਵਿਭਾਗੀ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਵੇ । ਪਰੰਤੂ ਵੇਖਣ ਵਿੱਚ ਆਇਆ ਹੈ ਕਿ ਹਦਾਇਤਾਂ ਦੇ ਬਾਵਜੂਦ ਵੀ ਵਿਭਾਗੀ ਤਰੱਕੀ ਕਮੇਟੀ ਦੇ ਕੇਸਾਂ ਵਿੱਚ ਸਬੰਧਤ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਮੁਕੰਮਲ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਦਾ ਸਾਰ ਉਪਲਬਧ ਨਹੀਂ ਕੀਤਾ ਜਾਂਦਾ ।

2. ਉਪਰੋਕਤ ਅਨੁਸਾਰ ਦਰਸਾਏ ਹਾਲਾਤ ਵਿੱਚ ਇਹ ਤਸਦੀਕ ਕੀਤਾ ਜਾਵੇ ਕਿ ਆਪਣੇ ਵਿਭਾਗ ਵਿੱਚ ਸਾਰੇ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਸਾਲ 1999-2000 ਲਈ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ 31 ਦਸੰਬਰ, 2000 ਤੱਕ ਰਿਕਾਰਡ ਕੀਤੀਆਂ ਜਾ ਚੁੱਕੀਆਂ ਹਨ । ਜਿਥੇ ਕਿਤੇ ਅਜਿਹੀਆਂ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਰਿਕਾਰਡ ਨਹੀਂ ਕੀਤੀਆਂ ਗਈਆਂ ਹਨ, ਉਨ੍ਹਾਂ ਕੇਸਾਂ ਵਿੱਚ ਉਕਾਹੀਕਾਰ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਵਿਰੁੱਧ ਕੀਤੀ ਗਈ ਕਾਰਵਾਈ/ਕੀਤੀ ਜਾ ਰਹੀ ਕਾਰਵਾਈ ਦਾ ਵੇਰਵਾ ਵੀ ਦਿੱਤਾ ਜਾਵੇ ।

ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 15/8/2000-1ਪੀ.ਪੀ.1/9216, ਮਿਤੀ 18 ਜੂਨ, 2001 ਦੀ ਕਾਪੀ ਵਲੋਂ ਪੰਜਾਬ ਸਰਕਾਰ ਪ੍ਰਮੋਨਲ ਵਿਭਾਗ ਜੋ ਰਾਜ ਦੇ ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀਆਂ ਆਦਿ ਅਦਿ ਨੂੰ ਸੰਬੋਧਤ ਹੈ ।

ਵਿਸ਼ਾ : ਜਿੰਨ੍ਹਾਂ ਕੇਸਾਂ ਵਿਚ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਵਿੱਚ ਦਿੱਤੀ ਗਈ ਦਰਜਾਬੰਦੀ ਹਦਾਇਤਾਂ ਦੇ ਅਨੁਕੂਲ ਨਹੀਂ ਦਿੱਤੀ ਗਈ ਹੈ, ਉਨ੍ਹਾਂ ਕੇਸਾਂ ਦੇ ਨਿਪਟਾਰੇ ਬਾਰੇ ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ ਮੈਂਨੂੰ ਆਪ ਜੀ ਦਾ ਧਿਆਨ ਰਾਜ ਸਰਕਾਰ ਦੇ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 2334-ਏ.ਐਸ.ਆਈ. 60/15708, ਮਿਤੀ 3 ਮਈ, 1960 ਦੇ ਪੈਰਾ 19 (ਜਿਨ੍ਹਾਂ ਦੀ ਕਾਪੀ ਸੇਵਾ ਮੈਨੂਅਲ ਭਾਗ-1 ਦੇ ਪੰਨਾ/151-173 ਦੇ ਵੀ ਉਪਲਬਧ ਹੈ) ਅਤੇ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 15/12/99-1ਪੀ.ਪੀ.1/1329, ਮਿਤੀ 24 ਜਨਵਰੀ, 2001, ਵੱਲ ਦਿਵਾਉਣ ਅਤੇ ਲਿਖਣ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਰਾਹੀਂ ਆਪ ਜੀ ਨੂੰ ਯਕੀਨੀ ਬਣਾਉਣ ਹਿੱਤ ਬੇਨਤੀ ਕੀਤੀ ਗਈ ਸੀ ਕਿ ਰਿਪੋਰਟ ਕਰਤਾ/ਰਿਵਿਊਕਰਤਾ/ਪ੍ਰਵਾਨਕਰਤਾ ਅਧਿਕਾਰੀਆਂ ਵਲੋਂ, ਰਿਪੋਰਟ ਰਿਕਾਰਡ ਕਰਦੇ ਸਮੇਂ ਅਧੀਨ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਦੇ ਕੰਮ ਕਾਜ ਦਾ ਨਾਪ ਤੋਲ ਕੇ ਮੁੱਲਅੰਕਣ ਕਰਨ ਉਪਰੰਤ, ਦਰਜਾਬੰਦੀ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਵਿੱਚ ਦਰਜ ਕੀਤੀ ਜਾਵੇ ਅਤੇ ਇਸ ਗੱਲ ਨੂੰ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ ਕਿ ਦਰਜ ਕੀਤੀ ਗਈ ਦਰਜਾਬੰਦੀ ਇਸ ਵਿਭਾਗ ਦੀਆਂ ਹਦਾਇਤਾਂ ਦੇ ਐਨ ਅਨੁਕੂਲ ਹੋਵੇ, ਭਾਵ 'ਏ+' (ਉਤਮ), 'ਏ' (ਬਹੁਤ ਚੰਗਾ), 'ਬੀ+' (ਚੰਗਾ), 'ਬੀ' (ਔਸਤ) ਜਾਂ 'ਸੀ' (ਔਸਤ ਤੋਂ ਘੱਟ) ਹੋਵੇ । ਪਰੰਤੂ ਵੇਖਣ ਵਿੱਚ ਆਇਆ ਹੈ ਕਿ ਹਦਾਇਤਾਂ ਦੇ ਬਾਵਜੂਦ ਵੀ ਕਈ ਕੇਸਾਂ ਵਿੱਚ ਰਿਪੋਰਟ ਕਰਤਾ/ਰਿਵਿਊਕਰਤਾ/ਪ੍ਰਵਾਨਕਰਤਾ ਅਧਿਕਾਰੀਆਂ ਵਲੋਂ ਹਦਾਇਤਾਂ ਦੇ ਅਨੁਕੂਲ ਦਰਜਾਬੰਦੀ ਰਿਕਾਰਡ ਨਹੀਂ ਕੀਤੀ ਗਈ ਹੈ । ਮਸਲਨ ਕਈ ਕੇਸਾਂ ਵਿੱਚ ਕਰਮਚਾਰੀ ਦੀ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟ ਵਿੱਚ ਦਰਜਾਬੰਦੀ 'ਤਸੱਲੀਬਖਸ਼' ਰਿਕਾਰਡ ਕੀਤੀ ਗਈ ਹੈ ਅਤੇ ਕਈ ਕੇਸਾਂ ਵਿੱਚ ਕਰਮਚਾਰੀ ਦੇ ਆਮ ਅਨੁਮਾਨ ਬਾਰੇ ਹੀ ਟਿਪਣੀ ਦਿੱਤੀ ਗਈ ਹੈ, ਦਰਜਾਬੰਦੀ ਰਿਕਾਰਡ ਨਹੀਂ ਕੀਤੀ ਗਈ ਹੈ ਜਾਂ ਜੋ ਦਰਜਾਬੰਦੀ ਕੀਤੀ ਗਈ ਹੈ ਉਹ ਹਦਾਇਤਾਂ ਦੇ ਅਨੁਕੂਲ ਨਹੀਂ ਹੈ ਅਤੇ ਉਸਦੇ ਆਧਾਰ ਤੇ ਸਬੰਧਤ ਅਧਿਕਾਰੀ ਦੇ ਮੌਜੂਦਾ ਕੈਰੀਅਰ ਪ੍ਰੋਗਰੇਸ਼ਨ ਸਕੀਮ ਅਧੀਨ ਉਚੇਰੇ ਸਕੇਲ ਵਿੱਚ ਪਲੇਸਮੈਂਟ/ਪ੍ਰਵੀਨਤਾ ਤਰੱਕੀ ਅਤੇ ਪਦ-ਉਨਤੀ ਆਦਿ ਬਾਰੇ ਮਾਮਲੇ ਨੱਜਿਠਣ ਵਿੱਚ ਕਾਫੀ ਮੁਸ਼ਕਲਾਂ ਪੇਸ਼ ਆਉਂਦੀਆਂ ਹਨ ।

2. ਹੁਣ ਜਦਕਿ ਰਾਜ ਸਰਕਾਰ ਦੀ ਪਦ ਉਨੱਤੀ/ਕੈਰੀਅਰ ਪ੍ਰੋਗਰੇਸ਼ਨ ਬਾਰੇ ਨੀਤੀ ਦੀ ਰੋਸ਼ਨੀ ਵਿੱਚ ਅਧਿਕਾਰੀ/ਕਰਮਚਾਰੀ ਦੀ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟ ਵਿੱਚ ਦਿੱਤੀ ਗਈ ਦਰਜਾਬੰਦੀ ਦੀ ਕਾਫੀ ਮਹੱਤਤਾ ਹੈ, ਇਸ ਲਈ ਮੁੜ ਜ਼ੋਰ ਦਿੱਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਇਹ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ ਕਿ ਦਿੱਤੀ ਜਾਣ ਵਾਲੀ ਦਰਜਾਬੰਦੀ ਦਾ ਬਾਕੀ ਕਾਲਮਾਂ ਸਾਹਮਣੇ ਦਿੱਤੇ ਗਏ ਕਥਨਾਂ ਨਾਲ ਨਾਪ ਤੋਲ ਕੇ ਮੁੱਲਅੰਕਣ ਕੀਤਾ ਗਿਆ ਹੈ ਅਤੇ ਦਰਜਾਬੰਦੀ ਹਦਾਇਤਾਂ ਦੇ ਐਨ ਅਨੁਕੂਲ ਹੈ । ਨਿਰਧਾਰਤ ਕੀਤੀਆਂ ਦਰਜਾਬੰਦੀਆਂ ਬਾਰੇ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟ ਦੇ ਫਾਰਮ ਵਿੱਚ 'ਦਰਜਾਬੰਦੀ' ਬਾਰੇ ਕਾਲਮ ਦੇ ਸਾਹਮਣੇ ਵੀ ਸਪਸ਼ਟ ਸੰਕੇਤ ਦੇ ਦਿੱਤਾ ਜਾਵੇ । ਪਹਿਲਾਂ ਸੈਟਲਡ ਕੇਸਾਂ ਵਿੱਚ ਜਿਥੇ ਅਧਿਕਾਰੀ/ਕਰਮਚਾਰੀ ਦੀ ਦਰਜਾਬੰਦੀ ਹਦਾਇਤਾਂ ਦੇ ਅਨੁਕੂਲ ਰਿਕਾਰਡ ਨਹੀਂ ਕੀਤੀ ਗਈ ਹੈ, ਉਨ੍ਹਾਂ ਕੇਸਾਂ ਵਿੱਚ 'ਤਸੱਲੀਬਖਸ਼' ਰਿਪੋਰਟ ਨੂੰ 'ਚੰਗਾ' ਸਮਝਣਾ ਰਾਜ ਸਰਕਾਰ ਦੀ ਮੌਜੂਦਾ ਨੀਤੀ ਦੇ ਅਨੁਕੂਲ ਨਹੀਂ ਹੋਵੇਗਾ । ਇਸ ਤਰ੍ਹਾਂ ਦੇ ਕੇਸਾਂ ਵਿੱਚ ਸਬੰਧਤ ਅਧਿਕਾਰੀ/ਕਰਮਚਾਰੀ ਦੀ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟ ਵਿੱਚ ਦਿੱਤੀ ਗਈ ਦਰਜਾਬੰਦੀ ਨੂੰ ਇਗਨੋਰ (ignore) ਕਰ ਦਿੱਤਾ ਜਾਵੇ ਅਤੇ ਵਿਚਾਰ ਕਰਦੇ ਸਮੇਂ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਵਿੱਚ ਪਿਛਲੇ ਸਾਲ ਦੀ ਇੱਕ ਹੋਰ

ਗੁਪਤ ਰਿਪੋਰਟ ਸ਼ਾਮਲ ਕਰ ਲਈ ਜਾਵੇ । ਇਸ ਤਰ੍ਹਾਂ ਦੇ ਦੂਜੇ ਕੇਸਾਂ ਵਿੱਚ ਵੀ ਜਿਥੇ ਦਰਜਾਬੰਦੀ ਹਦਾਇਤਾਂ ਦੇ ਅਨੁਕੂਲ ਰਿਕਾਰਡ ਨਹੀਂ ਕੀਤੀ ਗਈ ਹੈ, ਉਸਨੂੰ ਇਗਨੋਰ (ignore) ਕਰ ਦਿੱਤਾ ਜਾਵੇ ਅਤੇ ਵਿਚਾਰ ਕਰਦੇ ਸਮੇਂ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਵਿੱਚ ਪਿਛਲੇ ਸਾਲ ਦੀ ਇੱਕ ਹੋਰ ਗੁਪਤ ਰਿਪੋਰਟ ਸ਼ਾਮਲ ਕਰ ਲਈ ਜਾਵੇ ਅਤੇ ਕੁਲ ਮਿਲਾ ਕੇ ਜਿਤਨੇ ਸਾਲਾਂ ਦੀਆਂ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਵਿੱਚ ਦਰਜਾਬੰਦੀ ਹਦਾਇਤਾਂ ਦੇ ਅਨੁਕੂਲ ਨਹੀਂ ਹੈ ਜਾਂ ਜਿਤਨੇ ਸਾਲਾਂ ਦੀਆਂ ਗੁਪਤ ਰਿਪੋਰਟਾਂ ਬਾਰੇ 'ਨੋ ਰਿਪੋਰਟ ਸਰਟੀਫੀਕੇਟ/ਕੰਮ ਕਾਜ ਤਸੱਲੀਬਖਸ਼ ਹੋਣ ਬਾਰੇ ਸਰਟੀਫੀਕੇਟ' ਰਿਕਾਰਡ ਕੀਤਾ ਗਿਆ ਹੈ ਉਤਨੇ ਸਾਲਾਂ ਦੀਆਂ ਪਿਛਲੀਆਂ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟਾਂ, ਜੋ ਉਪਲਬਧ ਹੋਣ ਤਾਂ, ਸ਼ਾਮਲ ਕਰ ਲਈਆਂ ਜਾਣ ਅਤੇ ਉਸੇ ਆਧਾਰ ਤੇ ਅੰਤਮ ਫੈਸਲਾ ਲਿਆ ਜਾਵੇ ।

ਇਹ ਹਦਾਇਤਾਂ ਸਮੂਹ ਸਬੰਧਤ ਅਧਿਕਾਰੀਆਂ/ਕਰਮਚਾਰੀਆਂ ਦੇ ਧਿਆਨ ਵਿੱਚ ਲਿਆ ਦਿੱਤੀਆਂ ਜਾਣ ।

ACRs Guidelines

Correction Slip

1. In Second line of para 49 at page 21 for the word 'becuase' read 'because'.
2. In note below para 50(vii) at page 22 for the line 'If such authority whose adverse remarks are communicated, the term 'highest administrative authority' should mean the next higher authority' read 'If such authority is himself the authority whose adverse remarks are communicated, the term 'highest administrative authority' should mean the next higher authority'.
3. In para 56(iv) at page 25 for the last word 'concerred' read 'concerned'.
4. In last line of para 60 at page 26 for the word '(Average' read '(Average)'.
5. in second and seventh line of sub para (v) at page 43 for the word 'reprots' read 'reports'.
6. In first line of Explanatory note below sub para (iv) at page 44 for the words 'a Deputy of the Chief' read 'a Deputy Minister or a Chief'.
7. In 4th Line of para 7 at page 45 for the word 'officer' read 'officer'.
8. In para 7(ii) and para 8 at page 45 for the word 'remaks' read 'remarks'.
9. In third line of para 7(iii) at page 45 for the word 'owrk' read 'work'.
10. In sub para (ii) below Explanatory Notes at page 46 for the words 'his his' read 'his'.
11. In first line of sub para (iii) (a) at page 52 for the word 'adivce' read 'advice'.
12. In the seventh last line of instructions dated 27th May, 1970 at page 68-69 for the word 'ਇਸ' read 'ਇੱਕ'.
13. In second line of instructions dated 8th June, 1971 at page 69 for the word 'ਕਰਮਚਾਰੀਆਂ' read 'ਕਰਮਚਾਰੀ'.
14. In last line of sub para below para 2 of instructions dated 29th July, 1974 at page 77 for the word 'ਰਿਪੋਰਟ' read 'ਰਿਪੋਰਟਾਂ'.
15. In first line of para four at page 79 for the word 'ਹਦਾਇਤ' read 'ਹਦਾਇਤਾਂ'.
16. In the margin at page 79 for the date '20.7.1974' read '29.07.1974'.
17. In the margin at page 80 for the date '4th March, 1965' read '3rd April, 1965'.

18. In para 5 at page 82 for the last word 'actions' read 'action'.
19. In 24th line of instructions dated 23rd January, 1978 at page 87 for the word 'hte' read 'the'.
20. In 8th line of instructions dated 26th March, 1981 at page 96 for the word 'subordinates' read 'subordinate's'.
21. In last line at page 99 for the words 'written by those officers,' read 'written by all those officers,'
22. In para 2 of instructions dated 15th July, 1983 at page 102 for the last word 'adservance' read 'observance'.
23. In the first line at page 125 for last word 'जवीडी' read 'जवीनी'.

